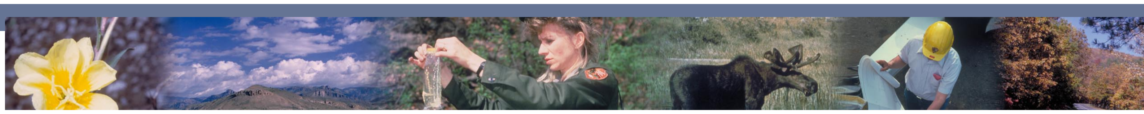
PEPC Guide



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1 What is PEPC?

1.1 About PEPC

PEPC (Planning, Environment and Public Comment) is an online collaborative tool dedicated to facilitating the NEPA process in conservation planning, environmental impact analysis and informed decision-making. PEPC allows parks to improve efficiency and implement guidelines defined in Director's Order #12.

This tool supports the National Park Service's (NPS) project planning, compliance tracking, comment analysis and response, as well as public communication efforts. PEPC is designed by park representatives for:

- NPS employees and contractors involved in project creation and tracking, planning, cultural and natural compliance, site visits, documentation, comment coding, and/or responding to comments.
- National Office personnel, Regional Directors and Park Superintendents to view detail and summary reports of planned projects and funding status, compliance status of active projects, and trends in public comments.
- Interested and affected public, including internal and external agency contacts, to access and comment on notices, updates, documents, and policies throughout the planning process.

1.2 About This Guide

This guide will cover system elements and processes specific to the PEPC system. It was created from the online version that is provided within the system. As such, some information is repeated in more than one section.

Because online guides are not usually read from beginning to end – but can be referenced at any point from links within the system, it was necessary to have some information in more than one place so that it would be convenient for online users. Sections of the online version of the guide may be referenced from links within the PEPC system and within the guide itself.

The aim of this guide is to assist end users in navigating the PEPC system. In its explanations, this guide assumes a general familiarity with computers, Windows operating systems, some NPS terminology, and the Internet on the part of the user. It is assumed that the user of this guide will possess:

- A familiarity with a Windows interface and interface elements (radio buttons, list boxes, opening/closing windows).
- A familiarity with navigation using a WWW browser (clicking links, filling in forms, using buttons, breadcrumbs, scrolling).
- Some familiarity with NPS terminology.
- Some familiarity with NEPA terminology.

2 PEPC Overview

2.1 Introduction

PEPC includes functionality that may be accessed by the public as well as functionality that is available only to NPS employees and contractors. The general public can view project documents such as status and meeting notices and can submit comments. This **PEPC Guide** provides help for functionality that is available to NPS employees and contractors with a valid login.

To provide a solution-oriented NEPA process that balances NPS needs with social, economic, and natural and cultural environment considerations, you will find the following sections in the main navigation menu of PEPC:

Home	Access all projects and parks with which you are associated.
Parks	Find projects by park. Filter a list of all parks by Region, State, or just those parks with which you are associated.
Projects	Find projects. Filter a list of all projects by Region, Park, Project Type, NEPA Type, or just those projects with which you are associated.
Reports	View reports on projects, planning, demographics, management, and cooperating agency status.
Search	Search for a project based on specified criteria.
Tools	Access useful links and the **PEPC Guide**.
Admin	Create and maintain user profiles, access lookup tables and administration reports, and manage links.
Logout	Exit the PEPC system.

NOTE: The PEPC system includes some functionality that operates interactively with Microsoft Word and Microsoft Excel. This functionality has been tested with versions 2000 and XP of Word and versions 97, 2000 and XP of Excel. Functionality with other versions of these Microsoft Office products cannot be guaranteed.

2.2 Home

Your Home page provides easy access to projects and parks with which you are associated or have an interest. The **My Projects** table lists projects of status "Proposed" or "In Process" to which you are assigned as Project Leader, NHPA Specialist, NEPA Specialist, or IDT Member. The **My Parks** table lists parks with which you are associated through your user profile. Go to **Section 2.8: Admin** for further information on associating parks through your user profile.

2.2.1 Create a Project

STEP 1. Click on the **Create Project** link at the top right of the screen.

STEP 2. Go to **Section 3: Project Planning and Public Communication: Step 1** for further information.

2.2.2 View Project Details

STEP 1. Choose a project from the **My Projects** table and click on its **Project ID** link.

STEP 2. View details for the project selected.

2.2.3 View Park Information

STEP 1. Choose a park from the **My Parks** table and click on its **Park Code** link.

STEP 2. View information for the park selected.

2.3 Parks

The Parks section lists all parks in the PEPC system. Selecting a park from the list takes you to that park's Home page. From the Park Home page you can view, edit, or create projects and public requests. If the park has a public Home page, there will be a link to it here.

2.3.1 View Parks

By default the **Park List** contains a list of all parks in the PEPC system. To assist in finding the park in which you are interested, the list can be narrowed using Filters.

STEP 1. The following filters are available:

Filter	Notes
My Parks	Displays only those parks with which you are associated through your user profile. See **Section 2.8: Admin** for information on associating parks through your user profile.
Region	Select the Region radio button and then select the region from the dropdown list of region choices.
All Parks	Displays a list of all parks in the PEPC system. This choice is selected by default.
State	Select the State radio button and then select the state from the dropdown list of state choices.

STEP 2. Click on **Filter**

STEP 3. The **Park List** is filtered according to the criteria selected.

2.3.2 View Projects in a Park

STEP 1. Click on the ***Park Code*** in the ***Park List*** table.

STEP 2. The Park Home page is displayed. It contains a **Projects** list.

STEP 2.1 By default the **Projects** list contains a list of all projects for the park selected. To assist in finding the project in which you are interested, the list can be narrowed using Filters. The following filters are available:

Filter	Notes
Project ID	Enter the Project ID if you know it.
Project Type	Select a project type from the dropdown list.
NEPA Type	Select a NEPA type from the dropdown list.

Filter	Notes
Target Start From	Using the mm/dd/yyyy format, enter the Target Start From date to include projects with a Target Start date occurring on or after this date.
Target Start To	Using the mm/dd/yyyy format, enter the Target Start To date to include projects with a Target Start date occurring on or before this date.

STEP 2.2 Click on **Filter**.

STEP 2.3 The **Projects** list is filtered according to the criteria selected.

2.3.3 View Project Details

STEP 1. Follow the steps in **Section 2.3.2: View Projects in a Park** in this section.

STEP 2. Click on the **ID** in the **Projects** table.

STEP 3. The Project Home page is displayed. It contains project details.

2.3.4 View Public Requests for a Park

STEP 1. Follow the steps in **Section 2.3.2: View Projects in a Park** in this section.

STEP 2. Click on the **Public Requests** link in the left navigation menu.

STEP 2.1 By default the **Public Request List** contains a list of all public requests for this park. To assist in finding the public request in which you are interested, the list can be narrowed using Filters. The following filters are available:

Filter	Notes
Request Type	**All** is automatically selected. To narrow down the list, select a request type from the list box.
Status	**All** is automatically selected. To narrow down the list, select a status from the list box.
Project ID	Enter the Project ID if you know it.
Date From	Using the mm/dd/yyyy format, enter the Date From date to include requests with a request date occurring on or after this date.
Date To	Using the mm/dd/yyyy format, enter the Date To date to include requests with a request date occurring on or before this date.

STEP 2.2 Click on **Filter.**

STEP 2.3 The **Public Request List** is filtered according to the criteria selected.

STEP 3. Click on the **ID** link in the **Public Request List.**

STEP 4. The Public Request is displayed. It contains Correspondence, Author, Request, and Resolution information.

2.3.5 Edit Public Requests

STEP 1. Follow the steps in **Section 2.3.4: View Public Requests for a Park** in this section to display the **Public Request List** for the park in which you are interested.

STEP 2. From the **Public Request** page, click on the **Edit** link in the upper right corner.

STEP 3. On the **Public Request (Edit)** page, complete the steps outlined beginning with **Step 4** in **Section 2.3.6: Create a Request** in this section

2.3.6 Create a Request

STEP 1. Follow the steps in **Section 2.3.2: View Projects in a Park** in this section.

STEP 2. Click on the **Public Requests** link in the left navigation menu.

STEP 3. Click on the **Create Request** link at the top right of the screen.

STEP 4. On the **Create Public Request** page, complete the **Author Information** form using fields described below.

Field Label	Notes
First Name*	Requestor's First Name (required).
MI	Requestor's Middle Initial.
Last Name*	Requestor's Last Name (required).
Organization	Requestor's Organization.
Address 1*	Requestor's Address, first line (required).
Address 2	Requestor's Address, second line, if any.
City*	Requestor's City (required).
State/Province*	Requestor's State/Province (required).
Postal Code*	Requestor's Postal Code (required).
Country	Requestor's Country.
E-mail	Requestor's E-mail (e.*g. Requestor@requestoremail.com*).

STEP 5. Complete the **Request Information** form using the fields described below:

Field Label	Notes
Status	Select a status in the list box. The default status is **New** when a request is created.
Type*	Select a type from the list box (required).
Request Text*	Enter the request (required).

STEP 6. If known, complete the **Resolution Information** form using the fields described below:

Field Label	Notes
Date Resolved	The date the request is resolved in mm/dd/yyyy format.

Field Label	Notes
Resolved By	Enter the name of the person who resolved the request using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name* (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Action	Enter a description of the action taken to resolve the request.

STEP 7. Click **Save** to create a record in the database.
--OR--
Click **Cancel** to exit without saving and return to the **Public Requests List**

2.4 Projects

The Projects section provides a way to locate a project and access details for that project.

2.4.1 View Projects

By default the **Project List** contains a list of all projects in the PEPC system. To assist in finding the project in which you are interested, the list can be narrowed using Filters.

STEP 1. The following filters are available:

Filter	Notes
My Projects	Displays only those projects with which you are listed as a team member.
All Projects	Displays a list of all projects in the PEPC system. This choice is selected by default.
Region	Select the Region radio button and then select the region from the dropdown list of region choices. The list will only include projects within the selected region.
Park	Select the Park radio button and then select the park from the dropdown list of park choices. The list will only include projects within the selected park.
Project Type	Select a project type from the dropdown list. The list will only include projects of the type selected. The list includes projects of all project types by default.

Filter	Notes
NEPA Type	Select a NEPA type from the dropdown list. The list will only include projects with a NEPA type of the type selected. The list includes projects of all NEPA types by default.

STEP 2. Click on **Filter**.

STEP 3. The **Project List** is filtered according to the criteria selected.

2.4.2 View Project Details

STEP 1. Click on the **ID** in the **Project List** table.

STEP 2. The **Project Home** page is displayed. It contains project details.

2.4.3 Edit Project Details

STEP 1. Click on the **ID** in the **Project List** table.

STEP 2. The **Project Home** page is displayed. It contains project details.

STEP 3. Project details can be edited using the links in the left navigation. See **Section 3: Project Planning and Public Communication** for more information on editing project details.

2.5 Reports

The Reports section includes reports that provide a summary of projects across regions, parks and nationally. This section does not include project specific reports that are used for comment analysis and response. See **Section 3.8: Project Planning & Public Communication: Step 7:** for more information regarding comment analysis and response reports.

All reports may be printed. Most reports give the user the option of printing in HTML, Microsoft Excel, or Microsoft Word formats. Choosing the appropriate link will open the report in the selected application. Some of the reports can be quite large and are likely to span multiple pages. It is recommended that reports be formatted before printing for a better result. Reports can be formatted from within most applications using the print preview feature. If you are unfamiliar with the print preview feature, consult the documentation of the application you are using for further assistance. It is recommended that reports be printed in landscape mode for optimum results.

2.5.1 Cooperating Agency Status

Run this report to view the status of the relationship with cooperating agencies.

STEP 1. Initially the **Cooperating Agency Status Report** displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Project Type	Select a project type from the dropdown list to limit the report by project type.

Field Label	Notes
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.
CA Status	Select a status of cooperating agency relationship from the dropdown list to limit the report by cooperating agency status.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.2 Demographics

Run this report to determine the demographic composition of the public response for all feedback for a park, project or specific document.

STEP 1. Select one or a combination of the following report criteria:

Field Label	Notes
Park*	Select a park from the dropdown list (required).
Project ID	Enter the project ID of a project to limit the report to a specific project.
Document ID	Enter the document ID of a document to limit the report to a specific document.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.3 General Management Plan Summary

Run this report to review general management plan projects across regions, parks, or nationally. This report is limited to projects where the project type is General Management Plan (GMP).

STEP 1. Initially the General Management Plan Summary report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Project Status	Select a project status from the dropdown list to limit the report by project status.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.4 Planning Summary

Run this report to review project status, project or NEPA type for a region, across regions or for a specific park.

STEP 1. Initially the Planning Summary report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Project Status	Select a project status from the dropdown list to limit the report by project status.
Project Type	Select a type of project from the dropdown list to limit the report by project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.5 Projects by ARCH Survey

Run this report to review projects by Archeological study status.

STEP 1. Initially the Projects by ARCH Survey report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Project Type	Select a type of project from the dropdown list to limit the report by project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.
Start Date From	Using the mm/dd/yyyy format, enter a Start Date From date to include projects with a start date occurring on or after this date.
Start Date To:	Using the mm/dd/yyyy format, enter a Start Date To date to include projects with a start date occurring on or before this date.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.6 Projects by Fiscal Year

Run this report to review project details for projects within a fiscal year.

STEP 1. Initially the Projects by Fiscal Year report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Project Type	Select a type of project from the dropdown list to limit the report by project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.
Fiscal Year	Enter a four-digit fiscal year to limit the report by projects with an actual start date during a specific fiscal year. The fiscal year is October 01 – September 31.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Word format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.7 Projects by Funding Status

Run this report to review projects by funding status.

STEP 1. Initially the Projects by Funding Status report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Park	Select a park from the dropdown list to limit the report by park. Select **All** to view all parks.
Project Type	Select a type of project from the dropdown list to limit the report by project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.
Funding Status	Select a funding status from the dropdown list to limit the report by Funding Status.
Funding Source	Select a source of the funding from the dropdown list to limit the report by Funding Source.
Target Start From	Using the mm/dd/yyyy format, enter the Target Start From date to include projects with a target start date occurring on or after this date.
Target Start To	Using the mm/dd/yyyy format, enter the Target Start To date to include projects with a target start date occurring on or before this date.

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.8 Projects by IDT Member

Run this report to review projects by Interdisciplinary Team (IDT) member.

STEP 1. Initially the Projects by IDT Member report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
IDT Member	Select the name of an IDT Member using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. 5. Click **Select.** The person's name appears on the form in the name field.
Project Type	Select a project type from the dropdown list to limit the report to project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report to NEPA type.
Start Date From	Using the mm/dd/yyyy format, enter the Start Date From date to include projects with a start date occurring on or after this date
Start Date To	Using the mm/dd/yyyy format, enter the Start Date To date to include projects with a start date occurring on or before this date

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.5.9 Project Status

Run this report to review projects by project status.

STEP 1. Initially the Project Status report displays all results within the PEPC system. The report criteria can be narrowed by selecting one or a combination of the following report criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the report to projects associated with parks in a specific region. Select **All** to view all projects. Select a park from the dropdown list to limit the report to projects associated with a specific park. Select **All** to view all projects.
Status	Select a project status from the dropdown list to limit the report by project status.
Project Type	Select a project type from the dropdown list to limit the report by project type.
NEPA Type	Select a type of NEPA compliance documentation from the dropdown list to limit the report by NEPA type.
Start Date From	Using the mm/dd/yyyy format, enter the Start Date From date to include projects with a start date occurring on or after this date
Start Date To:	Using the mm/dd/yyyy format, enter the Start Date To date to include projects with a start date occurring on or before this date

STEP 2. Click **Generate Report**.

STEP 3. A report is produced based on the report criteria selected.

This report may also be viewed and printed in either HTML or Microsoft Excel format. Links for these file types appear between the Report Criteria and Report Results sections of the report.

2.6 Search

The Search section allows you to locate a project within the PEPC system using specific search criteria.

STEP 1. Select one or a combination of the following search criteria:

Field Label	Notes
Region **OR** Park	Select a region from the dropdown list to limit the search results to projects associated with parks in a specific region. Leave the dropdown list blank to include projects in all regions. Select a park from the dropdown list to limit the search results to projects associated with a specific park. Leave the dropdown list blank to include projects in all parks.
Project Status	Select a project status from the dropdown list to limit the search results to project status. Select **All** to include projects of every status.
Sensitive	Select yes or no from the dropdown list to limit the search results to projects that are either sensitive or non-sensitive. Sensitive is defined as a project that will be raised to the regional director or secretary. Select **All** to include both sensitive and non-sensitive projects.
Project Type	Select a project type from the dropdown list to limit the search results to projects of a specific project type. Select **All** to include all project types.
NEPA Type	Select a type of NEPA compliance documentation to limit the search results to projects of a specific NEPA type. Select **All** to include all NEPA types.
Start Date From	Using the mm/dd/yyyy format, enter a Start Date to include projects with a target or actual start date occurring on or after this date.
Start Date To:	Using the mm/dd/yyyy format, enter a Start Date to include projects with a target or actual start date occurring on or before this date.

Field Label	Notes
Closed Date From	Using the mm/dd/yyyy format, enter a Closed Date to include projects with a close date occurring on or after this date.
Closed Date To:	Using the mm/dd/yyyy format, enter a Closed Date to include projects with a close date occurring on or before this date.
Text	Enter text to search project titles and project descriptions. The search results will return projects that include the entered text in the project title, secondary title, or project description. For example: If you enter "tree", the system will return all projects that contain the word or string "tree" in the project title or project descriptions. This could include a project with the title "Removal of Trees" or description "...remove 4 trees from….".

STEP 2. Click **Search**.

STEP 3. Search results are displayed based on the search criteria selected.

STEP 3.1 To view a project select the **Project Title** of the project you want to view.

STEP 3.2 If the search results do not return the project you want to view, select **Modify Search** in the top right corner of the search results to modify the search criteria or select **New Search** in the top right corner of the search results to enter new search criteria.

2.7 Tools

Use the tools page to find information to help you accomplish your planning goals. You can access the online version of the **PEPC Guide** by selecting **HTML Format** under **PEPC Guide.** The **PEPC Guide** is an on-line series of help pages relating to each of the PEPC pages. Look for the task that you need to perform and find step-by-step instructions for accomplishing your task. Additional tools may be added to this section by the system administrator.

2.8 Admin

The Administration (Admin) section provides access to user profile management, lookup tables, link management, and administrative reports. Users have access to differing functionality within the Admin section based on their user type and their assigned roles.

2.8.1 Create/Modify User Profiles

All users may edit their own profile. Administrators may edit their own profile as well as the profiles of other users. The form used to create a user, edit your own profile, and edit another user's profile contains the same fields. These fields are described in the tables below.

Edit your own profile: From the Administration Home page select the **My User Profile (Edit)** link in the left navigation. Edit the form using the fields described in the tables below.

NOTE: If you add a new role to your profile, the status of that role first appears in your profile as **Inactive**. The 'Administrator' receives an e-mail to approve and update the status. Once set to **Active** by the 'Administrator', the capabilities associated with that role will be available to you upon login. See **Appendix D: Roles and Permissions** for more information.

Edit another user's profile: From the Administration Home page select the **User Profiles** link in the left navigation. Select the **Edit** link that corresponds to the user whose profile you wish to edit. (Select the user's name to view profile information without making changes.) Edit the form using the fields described in the tables below.

Create a new user: From the Administration Home page select the **Create User** link in the left navigation. Complete the form using the fields described in the tables below.

STEP 1. Enter or modify basic user information using the fields below:

Field Label	Notes
User Status	**Active** should be selected to allow access to PEPC. To prevent access to PEPC, deselect the check box. (Only Administrators or Superusers may change a User Status.)
User Type	Select an option using the radio button. (Only Administrators or Superusers may change a User Type.) ■ Superuser – for full access and edit capabilities ■ General – for read-only access to all projects ■ Limited Access –for limited project level access and edit capabilities. Funding information is not available.
Person*	This is the name of the person for whom the profile is created (required when creating a new user). This may be edited to assign this profile to another user. Select a name using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Username*	Name that user will use to login to PEPC (required when creating a new user). The Username is limited to 15 alphanumeric characters and must start with a letter. This field may not be edited once a user profile has been created.

STEP 2. Complete the **Add to 'My Parks' List** form using the fields described below.

NOTE: Parks that are added to the 'My Parks' List will appear on the user's Home page.

Field Label	Notes
Park	*1.* Select a park from the list box. *2.* Click **Add My Park.** The selected park appears in the **List of 'My Parks'** table. *3.* Continue adding parks until all desired parks are listed. The parks included will appear in **My Parks** on your home page. *4.* Click **Save** to save -**OR- Cancel** exit without saving changes. **NOTE:** To delete a park from the list select its Delete check box. The Park will be deleted when the form is saved.

STEP 3. Assign a PEPC Region Role for one or more Regions, if appropriate. See **Appendix D: Roles and Permissions** for more information.

STEP 3.1 Complete the ***Add Region Role*** form using the fields described below:

Field Label	Notes
Role	Select a role from the dropdown list.
Region	Select a region from the dropdown list.

STEP 3.2 After both a Region Role and a Region are selected, click **Add Region Role.** The selected region and region role appear in the **List of Region Roles** table.

NOTE: Only Administrators or Superusers may add Region Roles. Non-administrator users may only request that a role be added. Selecting a Region Role will change the Status to "Requested" and the Activate and Delete check boxes described below will not be available. When a user requests a role, an e-mail notification is sent to the administrator. When the request is granted by the administrator, an e-mail notification is sent to the user. See **Appendix A: E-mail Notifications** for more information.

NOTE: The Activate check box is automatically selected. To deactivate the region role, deselect the Activate check box. The change will take effect when the form is saved.

NOTE: To delete a Region Role association, select the Delete checkbox. The Role will be deleted when the form is saved.

STEP 4. Assign a PEPC Park Role for one or more Parks, if appropriate. See **Appendix D: Roles and Permissions** for more information.

STEP 4.1 Complete the ***Add Park Role*** form using the fields described below:

Field Label	Notes
Role	Select a role from the dropdown list.
Park	Select a park from the dropdown list.

STEP 4.2 After both a Park Role and a Park are selected, click **Add Park Role**. The selected Park Role and Park appear in the **List of Park Roles** table.

NOTE: Only Administrators or Superusers may add Park Roles. Non-administrator users may only request that a role be added. Selecting a Park Role will change the Status to "Requested" and the Activate and Delete check boxes described below will not be available. When a user requests a role, an e-mail notification is sent to the administrator. When the request is granted by the administrator, an e-mail notification is sent to the user. See **Appendix A: E-mail Notifications** for more information.

NOTE: The Activate check box is automatically selected. To deactivate the park role, deselect the Activate check box. The change will take effect when the form is saved.

NOTE: To delete a Park Role association, select the Delete checkbox. The Role will be deleted when the form is saved.

STEP 5. Assign a PEPC Project Role for one or more Projects, as appropriate. See **Appendix D: Roles and Permissions** for more information.

STEP 5.1 Complete the **Add Project Role** form using the fields described below:

Field Label	Notes
Role	Select a role from the dropdown list
Project ID	Enter the Project ID in the text box.

STEP 5.2 After both a Project Role and a Project ID are entered, click **Add Project Role**. The selected Project Role and Project ID appear in the ***List of* Project Roles** table.

NOTE: Only Administrators or Superusers may add Project Roles. Non-administrator users may only request that a role be added. Selecting a Project Role will change the Status to “Requested” and the Activate and Delete check boxes described below will not be available. When a user requests a role, an e-mail notification is sent to the administrator. When the request is granted by the administrator, an e-mail notification is sent to the user. See **Appendix A: E-mail Notifications** for more information.

NOTE: The Activate check box is automatically selected. To deactivate the region role, deselect the Activate check box. The change will take effect when the form is saved.

NOTE: To delete a Project Role association, select the Delete checkbox. The Role will be deleted when the form is saved.

STEP 6. Complete the **Set Password** form using the fields described below:

Field Label	Notes
Password*	This field is used to create or modify the user’s password (required when creating a new user). If you do not wish to change the current password, it may be left blank. To change the password, enter the new password here. Note: a password must be 8 characters long.
Confirm Password*	This field is used for verification of a password change (required when creating a new user). If you entered anything in the **Password** field, you must also enter the same text here.

STEP 7. Click **Save** to save changes to the database. Any changes made to Regions, Parks and Projects will now be reflected the **User Profile** page.
--OR--
Click **Cancel** to exit without saving changes and return to **User Profile.**

NOTE: When a new account is created, the following message is sent to the E-mail address of the account user:
A user account was created for you on the Planning, Environment and Public Comment System (PEPC):
Username: <username>
Password: <password>
Please logon to PEPC and change your password at the following URL: http://nps.gov/userProfile.cfm?mode=editer:

2.8.2 Reset User Password

STEP 1. From the **Administration Home** page, select the **User Profile List** link in the left navigation.

STEP 2. Click on the **Reset** link in the **Reset Password** column of the user whose password you wish to reset. You will be prompted "Are you sure you want to reset the password of <User Name>?

STEP 3. Click **OK.** A message will be sent to that user's e-mail address:
Your password on the PEPC system was reset. Your new password is: <system assigned alphanumeric password> Please logon to PEPC and change your password at the following URL: <URL for user to log into PEPC using system assigned alphanumeric password>
-- OR --
Click **Cancel** to exit without saving changes and return to **User Profile List**.

2.8.3 Manage Lookup Tables

STEP 1. From the **Administration Home** page select the **Lookup Tables** link in the left navigation menu.

STEP 2. View **Lookup Table List.** See **Appendix C: Lookup Tables** for more information.

STEP 3. Select a Lookup Table to edit.

STEP 3.1 Select a park in the associated list box.

STEP 3.2 Select ***Go*** to edit the lookup table for that Park.

STEP 3.3 **--OR--** For Super Users Only

STEP 3.4 Click on the **Edit** link associated with the Lookup table to be updated. This will allow you to edit the Service-Wide lookup table. (Users without appropriate permissions will not see this link)

STEP 4. The Manage <***Lookup Table Name***> form appears.

STEP 5. For each field that may be updated in a Lookup Table there is an associated data entry field. Enter the new code, value or name of item as appropriate. Remember that fields with an * in their field label must be filled (i.e. required).

STEP 6. Click **Add <lookup item>**. The item gets added to the <**Lookup item> List.** For each item in the list, there is an **Active** check box. When an item is first added it is automatically checked. An item is not active when its Active check box is empty. Inactive items will not be available from dropdown lists.

STEP 7. Click **Save** to create/update a record in the database.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List.**

2.8.4 Manage Links – Superuser Only

STEP 1. From the **Administration Home** select the **Manage Public Links** in the left navigation for links available to General Public. These links will appear on the PEPC Public site under **Links** in the main menu.
-- OR --
Select the **Manage Private Links** link for links available to NPS Employees and contractors. These links will appear on the PEPC Private site (accessed through a user login) under **Tools** in the main menu.

STEP 2. Complete the **Manage Public/Private Links** form using the fields described below:

Field Label	Notes
Category*	Select the category under which link will appear (required). Link categories can be added by Superusers through **Section: 2.8.3: Manage Lookup Tables** procedures described in this section.
Name*	Title of link to be displayed to users (required).
URL*	Web address of target web site to which added link points (required).

STEP 3. Click **Add Link.** The link appears in the **List of Links for Private/Public <Category Name>** table.

STEP 3.1 By default links appear in the order in which they are added to the system. To customize the order in which links appear within the associated category you may enter numbers in the **Order** column. Once added, a **Delete** check box is available. If a link is no longer valid, click the **Delete** check box. If link is valid, leave the **Delete** check box unselected (i.e. empty) and the selection will continue to appear.

STEP 4. Click **Save** to create a record in the database. The links will appear in their respective sections. Links checked in the Delete column will be deleted upon saving.
-- OR --
Click **Cancel** to exit without saving and return to **Manage Public/Private Links** form.

2.8.5 Generate Administration Reports – Superuser Only

STEP 1. From the **Administration Home** page select the **Administration Reports** link in the left navigation menu.

STEP 2. View **Administration Reports.**

STEP 2.1 Select report of interest in the **Report Name** table.

STEP 2.2 Report results display.

2.9 Other Important Information

2.9.1 Authentication and Access Control

You are required to enter a valid username and password in order to access the PEPC application. Once in the PEPC application, access to specific areas of functionality will be available based on your user role. Go to **Appendix D: Roles & Permissions** for further information regarding user roles.

2.9.2 Cookies

The PEPC application uses temporary cookies to maintain information about your session. This information is only stored during your current browsing session, and is deleted when you close your browser.

You must have cookies enabled in your browser in order to access functionality in PEPC. To determine if cookies are enabled in your browser or to enable cookies in your browser, consult your browser documentation.

2.9.3 JavaScript

The PEPC application uses JavaScript to display confirmation messages and pop-up windows. In order for this to function properly in the PEPC application, you must have JavaScripting or Active scripting enabled.

To determine if JavaScript or active script is enabled in your browser or to enable JavaScript or active script in your browser, follow the instructions below for your browser.

2.9.3.1 Microsoft Internet Explorer 5 or later:

STEP 1. On the **Tools** menu, select **Internet Options**.

STEP 2. On the **Security** tab, select **Internet**.

STEP 3. Click **Default Level**, and then click ***Apply.***

STEP 4. Click **OK**.

2.9.3.2 Netscape Navigator 4.x or later:

STEP 1. On the **Edit** menu, select **Preferences**.

STEP 2. In the **Category** pane, click **Advanced**.

STEP 3. Select the **Enable JavaScript** check box, and then click **OK**.

2.9.4 Session Time Outs

For security purposes the PEPC application will time out after 60 continuous minutes of inactivity. At this time you will have to login again to continue using the PEPC application.

After 55 minutes of inactivity, the PEPC application will display a message that tells you that your session is about to expire and asks if you want to refresh your session. You may click **OK** or **Cancel**. You will have 5 minutes to respond to the message.

STEP 1. If you click **OK** within 5 minutes of the message appearing, your session will be refreshed and you will not be logged out of the PEPC application***.***

STEP 2. If you click **Cancel** the message box will close and the timer will continue. You will be logged out of the PEPC application after a total of 60 minutes of inactivity.

3 Project Planning & Public Communication

3.1 Introduction

Good project planning with PEPC is organized into an eight-step process. Each step in PEPC is clearly described to ensure efficiency consistent with the guidelines presented in Director's Order #12. You may start at the beginning and work one step after another, or you may fill out just the portions of a step that apply to your planning initiative or area of responsibility.

The eight steps are represented in the left navigation. These steps are visible from a project's Home page and from each of the steps within the process. They are as follows:

1. Project Setup
2. Funding
3. Internal Scoping
4. Natural/Cultural Compliance
5. Internal Documents
6. Public Communication
7. Public Documents & Comment Analysis
8. Close Project

3.2 Step 1: Project Setup

PEPC facilitates good project planning through implementing the procedural requirements of the National Environmental Policy Act (NEPA).

3.2.1 Create a Project

STEP 1. From your **Home** page or **Park Home** page, click on the **Create Project** link.

TIP: The **Create Project** link is at the top right area of the page on your **Home** page and in the left navigation on the **Park Home** page.

TIP: If you select **Create Project** from the **Park Home** page, the Lead Park field will be automatically populated.

STEP 1.1 Choose the Lead Park for the new project that you are creating.

Field Label	Notes
Lead Park*	1. Use the arrow to select a lead Park from the dropdown list (required). You can type the first letter of the Park Name to automatically go to that alphabetical area in the list. 2. Click **Add Park.**

STEP 2. Identify other parks that are impacted by this project.

Field Label	Notes
Other Park	1. Select a Park from the dropdown list. You can type the first letter of the Park Name to automatically go to that alphabetical area in the list. 2. Click **Add Park** The Park will be added to the **Other Parks** table. Continue adding parks until all parks that the project affects are listed in the **Other Parks** table. To delete a park that has been added to the table, select the check box for that park in the Delete column. Parks that are checked when the form is saved will be deleted from the list.

STEP 3. Continue adding basic project information using the fields described below:

Field Label	Notes
Project ID	A project ID is generated automatically by the PEPC application.
Old Project ID	Enter any previous reference IDs for this project. This field is simply for tracking purposes and is not required.
Status	Select a status for this project from the dropdown list. The status will change as the project progresses through planning and implementation.
Sensitive	Click in the check box if this project will be raised to regional director or secretary.
Target Start*	Using the mm/dd/yyyy format, enter the estimated date for project initiation (required). Note: Depending on the type of project or plan, this could be when the project is funded and work begins; when the superintendent approves project initiation; or, for plans, when the internal scoping begins.
Title*	Enter the name of the project (required). This title will appear on list pages in PEPC and on the public site once information is published for this project.
Secondary Title	Enter a longer version of the name for the project. The secondary title will not appear on any public pages.
Description*	Enter a description of the project (required). Develop a brief narrative that outlines the scope of the project, including sufficient detail so that reviewers can understand the area of impact. Include any subsequent or follow-up actions that will be needed in conjunction with the project. Data entry is limited to 2000 characters.

Field Label	Notes
Project Leader*	Select the name of the project leader using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
NEPA Specialist*	Select the NEPA specialist responsible for this project from the dropdown list (required). An Administrator may add additional names to the NEPA Specialist list using the Lookup Tables. See **Appendix C: Lookup Tables** for more information on this.
NHPA Specialist*	Select the NHPA specialist responsible for this project from the dropdown list (required). An Administrator may add additional names to the NHPA Specialist list using the Lookup Tables. See **Appendix C: Lookup Tables** for more information on this.
External Agency	Enter the name of any external agency involved in the project, if there is one.
Division/Office	Select the division or office that is sponsoring the project from the dropdown list.
Designer	Select the name of the individual assigned to verifying environmentally sound design using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Conceptual Design	Using the mm/dd/yyyy format, enter the date for which you anticipate the conceptual design for this project to be complete.

STEP 4. Select a **Project Type*** (required) from the dropdown list. If you select **Other**, a description is required. Enter the description in the text entry box provided.

STEP 5. If appropriate, select a **Project Categories** from the list box. If you select **Other**, a description is required. Enter the description in the text entry box provided. More than one project category may be selected.

NOTE: The list box works like this:

- Select an item by left clicking.
- Select additional items by holding down the Ctrl button and clicking.
- Deselect an item by holding down the Ctrl button and clicking.

STEP 6. Add a **Location** pertinent to this project using the fields described below:

NOTE: Enter as much information as possible to identify the project location. At least one location with both a county and a state is required.

Field Label	Notes
County*	Enter the County affected by this project (required).
State*	Click on the arrow and select a State from the dropdown list (required). Enter the first letter of the State to jump to that alphabetical area of the list.
District	Enter District information.
Section	Enter the Section.
Geographic Marker	Enter a Geographic Marker identifying the site if there is one. Include survey markers, mileposts, subsections, or GIS points.
Marker Type	Click on the arrow and select a type of geographic marker from the dropdown list.
Other	Enter any other information not covered in the fields above to locate the site of the project. Data entry is limited to 100 characters.

STEP 6.1 Click **Add Location**. The location added will display in the **Locations** table. Continue adding locations until all locations affected by this project are listed in the **Locations** table. To delete a Location that has been added to the table, select the check box for that Location in the Delete column. Locations that are checked when the form is saved will be deleted from the list.

STEP 7. Add **Contract Information** using the fields described below:

Field Label	Notes
Contractor Name	Enter the name of the contractor. Data entry is limited to 100 characters.
Contract Number	Enter the contract number. Data entry is limited to 50 characters.

STEP 7.1 Click **Add Contract information.** The contract information will display in the **Contract Information** table. Continue adding contract names and contract numbers until all contracts for this project are listed in the **Contract Information** table. To delete Contract Information that has been added to the table, select the check box for that Contract Information in the Delete column. Contract Information that is checked when the form is saved will be deleted from the list.

STEP 8. Click **Save** to save additions/changes to the database. There is now a new project associated with the lead park and other parks selected in **Steps 1 and 2**.
--OR--
Click **Cancel** to exit without saving and return to the **Basic Information** view page**.**

STEP 9. Continue with **Add/Edit Milestones** if appropriate.

3.2.2 Add/Edit Basic Information

STEP 1. From the **My Projects** table on your **Home** page or the **Projects** table on the **Park Home** page, click on the project **ID** link corresponding to the project for which you have interest. View the **Project Home** page.

STEP 2. Click on the **Project Setup** link in the left navigation.

STEP 3. Click on the **Edit** link under the **Basic Information** bullet or the **Edit** link at the top right of the page.

STEP 4. Continue with **Section 3.2.1: Step 2 of Create a Project**.

3.2.3 Add/Edit Milestones

STEP 1. Click on the ***Project Setup*** link in the left navigation on the **Project Home** page.

STEP 2. Click on the ***Edit*** link under the **Milestones** bullet in the left navigation.

STEP 3. If you know the project milestones, enter the dates for the Planning, Design, and Construction phases

STEP 3.1 Enter the Planning dates using the fields described below:

Field Label	Notes
Target Alternatives	Using the mm/dd/yyyy format, enter the projected date, from the project agreement, for alternatives development completion.
Actual Alternatives	Using the mm/dd/yyyy format, enter the actual date that alternatives development was completed.
Target Compliance Completion	Using the mm/dd/yyyy format, enter the estimated date that the memo to files, CE, FONSI, or ROD is to be approved. Note: All other required compliance processes (e.g. §106 of NHPA, §7 of ESA, floodplain/wetland statement of findings) must also be complete.

STEP 3.2 Enter the Design dates using the fields described below:

Field Label	Notes
Target Project Agreement	Using the mm/dd/yyyy format, enter the estimated date for approval of the project agreement.
Actual Project Agreement	Using the mm/dd/yyyy format, enter the actual date that all project agreements are approved (all signatures obtained).

STEP 3.3 Enter the Construction dates using the fields described below:

Field Label	Notes
Contract Award	Using the mm/dd/yyyy format, enter the date the contract was awarded.
Pre-Construction Conference	Using the mm/dd/yyyy format, enter the date of the pre-construction conference.
Construction Start	Using the mm/dd/yyyy format, enter the date that construction begins.

Field Label	Notes
Construction End	Using the mm/dd/yyyy format, enter the date that construction is completed.
Target Project Start	The date that was entered for the anticipated start date for this project on the **Basic Information** page. This field is not editable from this page. To change, go to **Section 3.2.2: Add/Edit Basic Information** in this section.
Actual Project Start	Using the mm/dd/yyyy format, enter the date for project initiation. Note: Depending on the type of project or plan, this could be when the project is funded and work begins; when the superintendent approves project initiation; or, for plans, when the internal scoping begins.
Target Project End	Using the mm/dd/yyyy format, enter the estimated date for project completion. Note: Depending on the type of project or plan, this could be when the construction contract is awarded, when the plan is completed, or when the design is complete.
Actual Project End	Using the mm/dd/yyyy format, enter the actual date of project completion. Note: Depending on the type of project or plan, this could be when the construction contract is awarded, when the plan is completed, or when the design is complete.
Target Advertisement/ Day Labor Start	Using the mm/dd/yyyy format, enter the estimated date that the project is to be advertised or requests for proposals are to be solicited.

STEP 3.4 Add a Project Schedule using the fields described below:

Field Label	Notes
Link Location	Enter the location of a Project Schedule file. This may be a file that already resides on a server and you simply wish to access from its current location rather than upload it to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded -- OR – Click on Browse… and locate the file to be uploaded Click on Open. The path and filename will appear in the File Upload field. See **Section 4: Uploading Files and Images** for more information.

STEP 4. Click **Save** to save additions/changes to the database. View this information on the **Milestones** view page.
--OR--
Click **Cancel** to clear the form of information since your last save and return to the **Milestones** view page.

STEP 5. Continue with **Section 3.2.4: Add/Edit Justification** if appropriate.

3.2.4 Add/Edit Justification

STEP 1. Click on **Project Setup** in the left navigation on the **Project Home** page.

STEP 2. Click on **Edit** under the **Justification** bullet in the left navigation.

STEP 3. Click all check boxes that apply as justification for this project.

STEP 4. Provide further justification information using the fields described below:

Field Label	Notes
Park GPRA Goal	From the list box, choose the GPRA goal(s) that applies to the park. The list box works like this: ▪ Select an item by left clicking. ▪ Select additional items by holding down the Ctrl button and clicking. ▪ Deselect an item by holding down the Ctrl button and clicking.
Brief Justification	A statement indicating why you are completing the project. This can be the same as the PMIS justification. Data entry is limited to 2000 characters.
Additional Explanation	Enter any additional information that you would like to track for project justification. Data entry is limited to 2000 characters.

STEP 5. Click **Save** to save additions/changes to the database. View this information on the **Justification** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Justification** view page*.*

STEP 6. Continue with **Add/Edit Internal Scoping Questionnaire** if appropriate.

3.2.5 Add/Edit Internal Scoping Questionnaire

This is where the impacts to park resources that this project will entail are discussed in greater detail. When you fill out the questionnaire, you need to be as specific as possible, with details on all aspects of the project. Be sure to quantify the area of impact as accurately as possible.

STEP 1. Click on the **Project Setup** link in the left navigation on the **Project Home** page.

STEP 2. Click on the **Edit** link under the **Internal Scoping Questionnaire** bullet in the left navigation.

STEP 3. Answer all questions from the four categories (**Asset Questions, Cultural/Historic Resource Questions, Natural/Water Resource Questions, Land/Visitor Use Questions**) that apply to this project. Data entry is limited to 2000 characters each.

STEP 4. Click **Save** to save additions/changes to the database and return to the **Internal Scoping Questionnaire** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **Internal Scoping Questionnaire** view page**.**

STEP 5. Continue with **Add/Edit Cooperating Agencies** if appropriate.

3.2.6 Add/Edit Cooperating Agencies

If you have any questions regarding cooperating agencies, please reference *DO-12, Section 2.13 Cooperating Agencies*.

STEP 1. Click on the **Project Setup** link in the left navigation on the **Project Home** page.

STEP 2. Click on the **Edit** link under the **Cooperating Agencies** link in the left navigation.

STEP 3. Click the radio button for **yes** or **no** in answer to: **Are you a cooperating Agency?**

STEP 4. Add dates for the fields described below:

Field Label	Notes
Requested Date	Using the mm/dd/yyyy format, enter the date that you were requested to be a cooperating agency.

Field Label	Notes
Responded Date	Using the mm/dd/yyyy format, enter the date that you responded to the request.

STEP 5. Click on the check box for **Other Cooperating Agencies Required** if appropriate.

STEP 6. Add a Cooperating Agency, if necessary, using the fields described below:

Field Label	Notes
Agency Name	Enter the name of the cooperating agency.
Request Date	Using the mm/dd/yyyy format, enter the date that the cooperating agency will begin operating cooperatively.
Sunset Date	Using the mm/dd/yyyy format, enter the date that the cooperating agency will stop operating cooperatively.
Status	Click on the arrow and select a status from the dropdown list.
Notes	Add any information that is pertinent to the agency and the project. Data entry is limited to 2000 characters.

STEP 7. Add an Agreement Document, if necessary, using the fields described below:

NOTE: An **Agreement Document** may only be added when a Cooperating Agency is added. Once added, an **Agreement Document** may not be edited or deleted without deleting the Cooperating Agency.

Field Label	Notes
Link Location	Enter the location of the Agreement Document for the Cooperating Agency. This may be a file that already resides on a server and you simply wish to access it from its current location rather than upload it to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded **-- OR –** Click on **Browse…** and locate the file to be uploaded Click on **Open**. The path and filename will appear in the File Upload field. See **Section 4: Uploading Files and Images** for more information.

STEP 8. Click **Add Cooperating Agency** The Agency will appear in the **Cooperating Agencies** table. To delete a Cooperating Agency that has been added to the table, select the check box for that Cooperating Agency in the Delete column. Cooperating Agencies that are checked when the form is saved will be deleted from the list.

NOTE: **Cooperating Agency** information can be edited by selecting the corresponding **Edit** link in the **Cooperating Agencies** table. After selecting the **Edit** link, the fields described in Step 6 (above) can be updated. Files associated with Cooperating Agencies cannot be edited. Click the **Update Cooperating Agency** button to save the updated information.

STEP 9. Click **Save** to save additions/changes to the database. View this information on the Cooperating Agencies view page.
--OR--
Click **Cancel** to exit without saving and return to the **Cooperating Agencies** view page.

3.3 Step 2: Funding

3.3.1 Add/Edit Funding Information

STEP 1. From a Project, click on the **Funding** link in the left navigation.

STEP 2. Click on the **Edit** link under the **Funding** bullet or in the upper right corner.

STEP 3. Enter funding information for this project using the following fields:

Field Label	Notes
PMIS ID(s)	Enter the ID(s) for this project as it exists in the Project Management Information System (PMIS). To enter multiple PMIS IDs for this project, separate each ID with a comma. The ID will become a link that displays data from the PMIS system. Note: Data is updated nightly by the PMIS system.
FMSS ID(s)	Enter the Financial Management Systems Software (FMSS) ID(s). To enter multiple FMSS IDs for this project, separate each ID with comma.
FMSS Asset Number(s)	Enter the Financial Management Systems Software (FMSS) Asset Number(s). To enter multiple FMSS Asset Numbers for this project, separate each ID with a comma.
Funding Status*	Enter the status of Funding (required).
Funded Date	Using the mm/dd/yyyy format, enter the date that funding for this project is anticipated.
Funding Source(s)	Click on one or more funding source(s) in the list box. Select all that apply. The list box works like this: ▪ Select an item by left clicking. ▪ Select additional items by holding down the Ctrl button and clicking. ▪ Deselect an item by holding down the Ctrl button and clicking.

STEP 4. Click in check boxes for all labor types that apply to this project: **Day Labor**, **Contract Labor**, and/or **Engineering or Technical Services**

STEP 5. Use the following fields to estimate costs for this project:

NOTE: If the project is a facilities project, then the cost estimate should be derived from FMSS. If it is a non-facilities project, then cost should be developed for labor/contract, supplies, materials, compliance/archeology, and anything else associated with that project and its implementation. See **Appendix B: Estimating Costs** for more information

Field Label	Notes
Implementation (Day Labor)	Enter the cost of the implementation using Park staff. Numbers entered will be converted to U.S. currency format and rounded to two decimal places.
Implementation (Contract)	Enter the cost of the implementation using a contract vendor. Numbers entered will be converted to U.S. currency format and rounded to two decimal places.
Design	Enter the cost for project design. Numbers entered will be converted to U.S. currency format and rounded to two decimal places.
Compliance & Planning	Enter the cost for compliance and planning. Numbers entered will be converted to U.S. currency format and rounded to two decimal places.

Field Label	Notes
Other	Enter any other costs that are not included in the previous categories. Numbers entered will be converted to U.S. currency format and rounded to two decimal places.
Total	The total cost will be calculated. Numbers will be converted to U.S. currency format and rounded to two decimal places.

STEP 5.1 Add a link or upload a cost estimate spreadsheet:

Field Label	Notes
Link Location	Enter the location of any file that relates to the Cost Estimate. These may be files that already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded -- OR -- Click on **Browse…** and locate the file to be uploaded Click on **Open.** The path and filename will appear in the File Upload field.

STEP 6. Click **Save** to save additions/changes to the database. View this information on the **Funding** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Funding** view page**.**

3.4 Step 3: Internal Scoping

3.4.1 Add/Edit Interdisciplinary Team Members

STEP 1. From a Project, click on the **Internal Scoping** link in the left navigation.

STEP 2. Click on the **Edit** link under the **IDT Members** bullet.

STEP 3. Select team members and assign responsibilities:

Field Label	Notes
Responsibility*	Select the responsibility from the drop down list that this team member will fulfill on this project (required).

Field Label	Notes
Team Member*	Select for name of the person that will fill the responsibility assigned above using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

STEP 4. Click **Add Member**. The name and associated responsibility will appear in the **Interdisciplinary Team Members** table.

STEP 4.1 If you would like to remove the individual assigned a role, click on the **Delete** check box to remove the name and associated responsibility from the list.

NOTE: You can't delete a Project Leader, NHPA Specialist, NEPA Specialist or Designer assigned on the **Basic Information** page under **Project Setup**. See **Section 3.2.2: Add/Edit Basic Information** for instructions on editing basic project information.

STEP 5. Click **Save** to save additions/changes to the database. View this information on the **IDT Members** view page.
--OR--
Click **Cancel** to exit without saving and return to the **IDT Members** view page**.**

3.4.2 Schedule, Track and Delete Site Visits

STEP 1. From a Project, click on the **Internal Scoping** link in the left navigation.

STEP 2. Click on the **Site Visits** link in the left navigation.

STEP 2.1 View Site Visits in the **Site Visits** table and cancelled site visits in the **Cancelled Site Visits** table.

STEP 3. To create a new site visit, click on the **Create Site Visit** link at the top right area of the screen on the **Site Visits** page**.** To edit a site visit, click **Edit** in the corresponding row of the **Site Visits** or **Cancelled Site Visits** table. To delete a site visit, click **Delete** in the corresponding row of the **Site Visits** or **Cancelled Site Visits** table.

STEP 4. Log Site Visit Information using the fields described below:

Field Label	Notes
Visit Date*	Using the mm/dd/yyyy format, enter the date of the site visit (required).
Cancel Site Visit	Select this check box to cancel the site visit. Cancelled site visits will appear in the **Cancelled Site Visits** table. To uncancel a site visit, deselect the Cancel Site Visit check box.
Location*	Enter information regarding the location of the site visit. Include enough detail to identify the location (required).
Notes	Enter any additional information or notes regarding the site visit. If additional people that are not part of the IDT were present, you can list them here. For instance, it is important to note any comments/concerns with the project. If you have any other feasible alternatives to be considered, or if you need more information, note it and include the person who will be responsible for providing that information. For instance, if the concessions specialist wants to re-roof a building using eco-shakes, and the cultural resource specialist doesn't know what eco-shakes look like, it should be noted that the concessions specialist must supply more information to the cultural resource specialist about eco-shakes.

STEP 5. The **IDT Members Present** table is automatically filled based on the team identified in **Section 3.4.1: Add/Edit Interdisciplinary Team Members** above.

STEP 5.1 Select the check box in each row corresponding to the team members present at the site visit. You can list additional people that are not part of the IDT in the **Notes** field.

STEP 6. Add a Link or Upload a File using the following fields:

Field Label	Notes
Title	Enter the name or title of the article, file or image relating to the site visit.
Link Location	Enter the location of any file that relates to the site visit. These files may already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded. **-- OR –** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.

STEP 7. Click **Add Link/File.**

STEP 8. Click **Save** to save additions/changes to the database. View this information on the **Site Visits** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Site Visits** view page**.**

3.4.3 Internal Meetings

STEP 1. From a Project, click on the **Internal Scoping** link in the left navigation.

STEP 2. Click on the **Internal Meetings** link in the left navigation.

STEP 2.1 View internal meetings in the **Internal Meetings** table and cancelled internal meetings in the **Cancelled Internal Meetings** table.

STEP 3. To create a new internal meeting, click on the **Create Internal Meeting** link at the top right area of the screen on the **Internal Meetings** page. To edit an internal meeting, click **Edit** in the corresponding row of the **Internal Meetings** table. To delete an internal meeting, click **Delete** in the corresponding row of the **Internal Meetings** table.

STEP 4. Create or Edit an Internal Meeting using the fields described below:

Field Label	Notes
Meeting Date*	Using the mm/dd/yyyy format, enter the date of the meeting (required).
Cancel Internal Meeting	Select this check box to cancel the internal meeting. Cancelled internal meetings will appear in the **Cancelled Internal Meetings** table. Cancelled internal meetings can be un-cancelled.
Meeting Time*	Select the starting time in hours, minutes and AM or PM from the list boxes (required).
Location*	Enter the name of the facility or location for the meeting (required).
Notes	Enter any additional information or notes regarding the internal meeting. If additional people that are not part of the IDT were present, you can list them here.

STEP 5. The **IDT Members Present** table is automatically filled based on the team identified in **Section 3.4.1: Add/Edit Interdisciplinary Team Members** above.

STEP 5.1 Select the check box in each row corresponding to the team members present at the internal meeting. You can list additional people that are not part of the IDT in the **Notes** field.

STEP 6. Add a Link or Upload a File using the following fields:

Field Label	Notes
Title	Enter the name or title of the article, file or image relating to the internal meeting.
Link Location	Enter the location of any file that relates to the internal meeting. These files may already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded. -- OR – Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.

STEP 7. Click **Add Link/File**.

STEP 8. Click **Save** to save additions/changes to the database. View this information on the **Internal Meetings** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **Internal Meetings** view page**.**

3.4.4 Assign Tasks

STEP 1. From a Project, click on the **Internal Scoping** link in the left navigation.

STEP 2. Click on the **Tasks** link in the left navigation.

STEP 3. By default the **Task List** contains a list of all tasks for the project. To assist in finding the task in which you are interested, the list can be narrowed using Filters.

STEP 4. The following filters are available:

Field Label	Notes
Responsibility	Displays only those tasks associated with the selected Responsibility.
Complete	Displays only those tasks that are either complete or not complete.

STEP 5. Click on **Filter.** The **Task List** is filtered according to the criteria selected.

STEP 6. To create a new task, click on the **Create Task** link at the top right area of the screen on the **Tasks** page. To edit a task, click **Edit** in the corresponding row of the **Tasks** table. To delete a task, click **Delete** in the corresponding row of the **Tasks** table.

STEP 7. Add or Edit tasks using the following fields:

Field Label	Notes
Responsibility*	The responsibility related to the tasks or mitigations (required). This field is read-only.
Task Assigned*	Enter the project related task(s) assigned to this responsibility (required).
Task Due*	Using the mm/dd/yyyy format, enter the expected completion date for the tasks (required).
Task Completed	Using the mm/dd/yyyy format, enter the date the tasks were completed.

STEP 8. Click **Save** to save additions/changes to the database. View this information on the **Tasks** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Tasks** view page**.**

3.5 Step 4: Natural / Cultural Compliance

3.5.1 Complete Environmental Screening Form (ESF)

STEP 1. From a Project, select the **Natural/Cultural Compliance** link in the left navigation.

STEP 2. View current responses entered in the ESF.

STEP 3. To update the ESF, select the **Edit** link at the top right of page or click the **Edit** link under the **ESF** bullet in the left navigation.

STEP 4. Using the mm/dd/yyyy format, enter the date the ESF was initiated and enter this in the **Form Initiated** field.

STEP 5. Select **Yes**, **No, or N/A** for questions under **Resource Effects to Consider**. If you select **Yes** enter additional information under **Data Needed to Determine**. Data entry is limited to 2000 characters for each question.

STEP 6. If you have additional questions that are specific to your park or region you can add file(s) that contains those questions and answers.

STEP 6.1 Click the **More Information Provided in Addendum** check box.

STEP 6.2 Add **Park Addendums** using the following fields:

Field Label	Notes
Title	Enter the name or title of the file.
Link Location	Enter the location of any file that relates to the ESF. These may be files that already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File	Enter the path and file name to be uploaded. -- OR -- Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field. See **Section 4: Uploading Files and Images** for more information

STEP 7. Click **Add Addendum**. The file appears in the **Park Addendums List** table. Once added, if you need to delete the file, click the **Delete** check box. The file will be deleted when the form is saved.

STEP 8. Select **Yes**, No**, or N/A** for questions under **Mandatory Criteria**. If you select **Yes** enter additional information under **Data Needed to Determine**. Data entry is limited to 2000 characters for each question.

STEP 9. Update **Other Information** using the following form elements:

Field Label	Notes
Question 1	Select Yes or No.
Question 2	This field is read-only. If you entered a site visit in PEPC for this project **Yes** will be selected. To view the list of site visits for this project select the Site Visits link under **Internal Scoping**. See **Section 3.4: Step 3 List IDT Members and Log Site Visits** for more information
Question 3a	Enter the name of the plan, path (URL), and location within the plan.
Question 3b	Select Yes, No, or N/A.
Question 3c	Select Yes or No. If yes, select FONSI/ROD and enter the approval date using the mm/dd/yyyy format.
Question 4	Select Yes, No, or N/A.
Question 4a	Select Yes, No, or N/A.
Question 5	Select Yes, No, or N/A.
Question 6	Select Yes, No, or N/A. If Yes, provide additional details in the Notes field. Data entry is limited to 2000 characters.

STEP 10. Click **Save** to save additions/changes to the database. View this information on the **ESF** view page.
--OR--
Click **Cancel** to exit without saving and return to the **ESF** view page**.**

3.5.2 Determine NEPA Type

STEP 1. From a Project, select the **Natural/Cultural Compliance** link in the left navigation.

STEP 2. Select the **Edit** link under **NEPA.**

STEP 3. Select **CE, EA, EIA, Memo to File,** or **Other** for the **NEPA Type** that applies to the project.

TIP: Printing the NEPA page along with the ESF constitutes the Memo to File.

STEP 4. Click on **Select Type.** The appropriate fields will display based on the selected **NEPA Type.**

STEP 5. Populate fields to track the required NEPA steps.

STEP 6. Click **Save** to save additions/changes to the database. View this information on the **NEPA** view page. The **NEPA** view page will display the current NEPA status based on populated dates.
--OR--
Click **Cancel** to exit without saving and return to the **NEPA** view page**.**

3.5.3 Add/Edit Mitigations

STEP 1. From a Project, click on the **Natural/Cultural Compliance** link in the left navigation.

STEP 2. Click on the **Mitigations** link in the left navigation.

STEP 3. By default the **Mitigation List** contains a list of all mitigations for the project. To assist in finding the mitigation in which you are interested, the list can be narrowed using Filters.

STEP 4. The following filters are available:

Filter	Notes
Responsibility	Displays only those mitigations associated with the selected Responsibility.
Mitigation Type	Displays only those mitigations that are associated with the selected Mitigation Type.

STEP 5. Click on **Filter.** The **Mitigation List** is filtered according to the criteria selected.

STEP 6. To create a new mitigation, click on the **Create Mitigation** link at the top right area of the screen on the **Mitigations** page. To view a mitigation click the Responsibility link in the corresponding row of the **Mitigation List** table. To edit a mitigation, click **Edit** in the corresponding row of the **Mitigation List** table. To delete a mitigation, click **Delete** in the corresponding row of the **Mitigation List** table.

STEP 7. Add or Edit mitigations using the following fields:

Field Label	Notes
Responsibility*	The responsibility related to the mitigation (required).
Mitigation Type*	Select the Mitigation Type (required).
Mitigation*	Enter a detailed description of the mitigation.

STEP 8. Click **Save** to save additions/changes to the database. View this information on the **Mitigation** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **Mitigation** view page**.**

3.5.4 Evaluate for NHPA

STEP 1. From a Project, click on the **Natural/Cultural Compliance** link in the left navigation.

STEP 2. Click on the **Edit** link under the **NHPA** bullet in the left navigation.

STEP 3. Answer **Questions** using the following form elements:

Field Label	Notes
Question A	Select Yes or No.
Question B	Select Yes or No.
Question C	Select Yes or No. If yes, specify affected resources under **Describe Resources/List Tribes**.
Question D	Select Yes or No. If yes, specify affected resources under **Describe Resources/List Tribes**.
Question E	Select Yes or No. If yes, specify affected resources under **Describe Resources/List Tribes**.
Question F	Select Yes or No. If yes, specify affected resources and select Yes or No for the second question under **Question F**. If the second question is Yes, enter date of contact using mm/dd/yyyy format.

STEP 4. Enter applicable Archeological (ARCH) or Archeological Resource Preservation Act (ARPA) information using the following form elements:

Field Label	Notes
Surveyor	Enter the name of the Surveyor.
ARCH Survey Required	Click in the check box marked **ARCH Survey Required** if an archeological survey is required for this project.
Started	Using the mm/dd/yyyy format, enter the date the archeological survey started.
Completed	Using the mm/dd/yyyy format, enter the date the archeological survey was completed.
ARPA Permit Required	Click in the check box marked **ARPA Permit Required** if an ARPA permit is required for this project.
Permit Number	Enter the ARPA Permit number.

STEP 5. Select the **Determination of Effect**. Click **Select**.

TIP: Selections for Determination of Effect and Documentation Method in combination determine the fields that must be used in managing the Consultation Letter (SHPO/THPO/ACHP) with the NEPA/NHPA document.

STEP 6. The following fields are required regardless of which choices are selected for Determination of Effect and Documentation Method:

Field Label	Notes
Data Entered By	Enter the name of the person who entered the information using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Area of Potential Effect	Enter a description of the area of potential effect. Select the **List of Historical Resources** link to view a list of historical resources at the primary park for the project. Data entry is limited to 2000 characters.

STEP 6.1 Add a link or upload a file with information regarding the area of potential effect:

Field Label	Notes
Link Location	Enter the location of any file that relates to the Area of Potential Effect. These may be files that already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File Upload	Enter the path and file name to be uploaded **-- OR –** Click on **Browse…** and locate the file to be uploaded Click on **Open**. The path and filename will appear in the File Upload field.

STEP 7. Enter NHPA tracking information based on the selected Determination of Effect. If the Determination of Effect is **No Historic Properties Effected**, enter information using the following form fields:

Field Label	Notes
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent for Information	Using the mm/dd/yyyy format, enter the date a request for information was sent to the SHPO.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent for Information	Using the mm/dd/yyyy format, enter the date a request for information was sent to the THPO.

STEP 7.1 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 8. If the Determination of Effect is **No Adverse Effect** and the Documentation Method is **Programmatic Exclusion** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Programmatic Exclusion** and click **Select**.
Exclusion Used	Click on the arrow and select the exclusion used for this project from the list box. To view the full exclusion description, select the **Full Exclusion Descriptions** link.
Justification	Enter a detailed justification for the exclusion. Data entry is limited to 2000 characters.
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the SHPO.
Response Received	Using the mm/dd/yyyy format, enter the date the SHPO response was received.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the THPO.
Response Received	Using the mm/dd/yyyy format, enter the date the THPO response was received.

STEP 8.1 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 9. If the Determination of Effect is **No Adverse Effect** and the Documentation Method is **Standard 4-Step Process** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Standard 4-Step Process** and click **Select**.
Sent to Region	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was sent to the Region.
Received From Region	Using the mm/dd/yyyy format, enter the date the signed Assessment of Effect (XXX) was received from the Region.
Signed	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was signed by the Region.
Notes	Enter any additional information. Data entry is limited to 2000 characters.
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the SHPO.
Response Received	Using the mm/dd/yyyy format, enter the date the SHPO response was received.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the THPO.

Field Label	Notes
Response Received	Using the mm/dd/yyyy format, enter the date the THPO response was received.

STEP 9.1 View Mitigations associated with Assessment of Effect. To view the full mitigation, click the **Mitigation ID.**

STEP 9.2 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 10. If the Determination of Effect is **No Adverse Effect** and the Documentation Method is **Combined NEPA/NHPA Document** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Combined NEPA/NHPA Document** and click **Select**.
Letter to SHPO/THPO/ACHP Sent	Using the mm/dd/yyyy format, enter the date the letter was sent to the SHPO, THPO, or ACHP.
Sent to Region	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was sent to the Region.
Received From Region	Using the mm/dd/yyyy format, enter the date the signed Assessment of Effect (XXX) was received from the Region.
Notes	Enter any additional information. Data entry is limited to 2000 characters
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the SHPO.
Response Received	Using the mm/dd/yyyy format, enter the date the SHPO response was received.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the THPO.
Response Received	Using the mm/dd/yyyy format, enter the date the THPO response was received.

STEP 10.1 View Mitigations associated with Assessment of Effect. To view the full mitigation, click the **Mitigation ID.**

STEP 10.2 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 11. If the Determination of Effect is **No Adverse Effect** and the Documentation Method is **Park Specific Programmatic Agreement,** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Park Specific Programmatic Agreement** and click **Select**.
Notes	Enter additional information. Data entry is limited to 2000 characters.

STEP 11.1 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 12. If the Determination of Effect is **Adverse Effect** and the Documentation Method is **Standard 4-Step Process** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Standard 4-Step Process** and click **Select**.
ACHP Participating	Click in the check box marked **ACHP Participating** if an ACHP is participating in this process.
Sent	Using the mm/dd/yyyy format, enter the date the Consultation letter with the NEPA/NHPA document was sent to the ACHP.
Sent To Region	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was sent to the Region.
Received From Region	Using the mm/dd/yyyy format, enter the date the signed Assessment of Effect (XXX) was received from the Region.
Signed	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was signed by the Region.
Notes	Enter any additional information. Data entry is limited to 2000 characters.
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the SHPO.
Response Received	Using the mm/dd/yyyy format, enter the date the SHPO response was received.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the THPO.
Response Received	Using the mm/dd/yyyy format, enter the date the THPO response was received.
MOA Approval	Using the mm/dd/yyyy format, enter the date MOA approval was received.
Consultation Completed	Using the mm/dd/yyyy format, enter the date consultation was completed.
Mitigation Completed	Using the mm/dd/yyyy format, enter the date mitigation was completed.

STEP 12.1 View Mitigations associated with Assessment of Effect. To view the full mitigation, click the **Mitigation ID.**

STEP 12.2 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **NHPA** view page.

STEP 13. If the Determination of Effect is **Adverse Effect** and the Documentation Method is **Combined NEPA/NHPA Document** enter information using the following form fields:

Field Label	Notes
Documentation Method	Select **Combined NEPA/NHPA Document** and click **Select**.
Letter to SHPO/THPO/ACHP Sent	Using the mm/dd/yyyy format, enter the date the letter was sent to the SHPO, THPO, or ACHP.

Field Label	Notes
ACHP Participating	Click in the check box marked **ACHP Participating** if an ACHP is participating in this process.
Sent	Using the mm/dd/yyyy format, enter the date the Consultation letter with NEPA/NHPA document was sent to the ACHP.
Sent to Region	Using the mm/dd/yyyy format, enter the date the Assessment of Effect (XXX) was sent to the Region.
Received From Region	Using the mm/dd/yyyy format, enter the date the signed Assessment of Effect (XXX) was received from the Region.
Notes	Enter any additional information. Data entry is limited to 2000 characters.
SHPO Required	Click in the check box marked **SHPO Required** if an SHPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the SHPO.
Response Received	Using the mm/dd/yyyy format, enter the date the SHPO response was received.
THPO Required	Click in the check box marked **THPO Required** if a THPO consultation is required for this project.
Sent	Using the mm/dd/yyyy format, enter the date the assessment of effect was sent to the THPO.
Response Received	Using the mm/dd/yyyy format, enter the date the THPO response was received.
MOA Approval	Using the mm/dd/yyyy format, enter the date MOA approval was received.
Consultation Completed	Using the mm/dd/yyyy format, enter the date consultation was completed.
Mitigation Completed	Using the mm/dd/yyyy format, enter the date mitigation was completed.

STEP 13.1 View Mitigations associated with Assessment of Effect. To view the full mitigation, click the **Mitigation ID.**

STEP 13.2 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
--OR--
Click **Cancel** to exit without saving and return to the **NHPA** view page**.**

STEP 14. If the Determination of Effect is **Undetermined**, enter information using the following form fields:

Field Label	Notes
Notes	Enter additional information or reason determination of effect is undetermined. Data entry is limited to 2000 characters.

STEP 14.1 Click **Save** to save additions/changes to the database. View this information on the **NHPA** view page.
--OR--
Click **Cancel** to exit without saving and return to the **NHPA** view page**.**

3.5.5 Track Consultations and Permits

STEP 1. From a Project, click on the ***Natural/Cultural Compliance*** link in the left navigation.

STEP 2. Under the **Other Consultations** bullet in the left navigation, click on the ***Edit*** link to update current document details.

STEP 2.1 Update information related to the Endangered Species Act using the following form elements:

Field Label	Notes
Any Federal Species in the Project Area?	Select Yes or No.
If species in area	Select the effect the project will have on the Federal Species in the area.
Was a Biological Assessment prepared?	Select Yes or No.
Sent to FWS/NMFS	Using the mm/dd/yyyy format, enter the date the consultation was sent to the US Fish and Wildlife Service (FWS) or National Marine Fisheries Service (NMFS) for review.
FWS/NMFS Response	Using the mm/dd/yyyy format, enter the date a response was received from the US Fish and Wildlife Service (FWS) or National Marine Fisheries Service (NMFS).
Concurred	Select Yes or No.
Formal Consultation Required	Select Yes or No.
Formal Consultation Notes	Enter additional information regarding the formal consultation. Data entry is limited to 2000 characters.
Consultation Concluded	Using the mm/dd/yyyy format, enter the date the consultation was completed.
Any State Listed Species in the Project Area?	Select Yes or No.
Consultation Information	Enter additional information regarding the consultation. Data entry is limited to 2000 characters.
Data Entered By	Enter the name of the person who entered the information using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

STEP 2.2 View Mitigations associated with the Endangered Species Act. To view the full mitigation, click the **Mitigation ID.**

STEP 2.3 Update information related to Floodplains, Wetlands or §404 Permits using the following fields:

Field Label	Notes
A1	Select Yes or No. If yes, check exempt from compliance with Executive Order or enter the statement of findings approval date using the mm/dd/yyyy format.
A2	Select Yes or No. If yes, enter the statement of findings approval date using the mm/dd/yyyy format.
B	Select Yes or No. If yes, enter the COE Section 404 Permit issue date and expiration date using the mm/dd/yyyy format.
C	Select Yes or No.
D	Select Yes or No. If yes, enter the State Section 401 Permit issue date and expiration date using the mm/dd/yyyy format.
E	Select Yes or No.
F	Select Yes or No. If yes, enter the required and reviewed dates using the mm/dd/yyyy format.
G	Select Yes or No.
H	Select Yes or No. If yes, enter information about the permit, including permit title, permit number, issue date, and expiration date.
Data Entered By	Enter the name of the person who entered the information using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

STEP 2.4 View Mitigations associated with Floodplains, Wetlands or §404 Permits. To view the full mitigation, click the **Mitigation ID.**

STEP 2.5 Update information related to Other Permits and Laws using the following fields:

Field Label	Notes
A	Select Yes or No.
B	Select Yes or No.
C	Select Yes or No.
D	Select Yes or No.
E	Select Yes or No.
F	Select Yes, No, or N/A.

Field Label	Notes
G	Specify any other permits or laws that affect this project. Select Yes or No.
Other Information	Enter additional information related to permits and laws that affect this project. Data entry is limited to 2000 characters.
Data Entered By	Enter the name of the person who entered the information using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

STEP 3. Click **Save** to save additions/changes to the database. View this information on the **Other Consultations** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Other Consultations** view page**.**

3.5.6 Print Forms (Environmental Screening Form, Assessment of Effect/Sec 106, Letter of Approval, or Categorical Exclusion Form)

STEP 1. From a Project, click on the ***Natural/Cultural Compliance*** link in the left navigation.

STEP 2. To print a form, click on the ***Print Forms*** link in the left navigation.

STEP 3. Click on the Environmental Screening Form (ESF), Assessment of Effect/Sec 106, Letter of Authorization link, or Categorical Exclusion Form (CE) link.

STEP 3.1 To open the form, click **Open.**

STEP 3.2 To save the form, click **Save.**

STEP 3.3 To cancel and return to the Print Forms page, click **Cancel.**

3.6 Step 5: Internal Documents

3.6.1 Create an Internal Document

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. To create a document, click on the **Create Document** link in the left navigation.

STEP 2.1 Create or update the internal document using the following form elements:

Field Label	Notes
Document Type*	Select the document type in the list box (required).
Title*	Enter the title of this document (required). Remember, one document may comprise multiple electronic files.
Description*	Enter description of the document (required). Data entry is limited to 100 characters.
Peer Review Required	Select this check box if a peer review is required for this document.
Review Start	Using the mm/dd/yyyy format, enter the start date for the peer review of this document.
Review End	Using the mm/dd/yyyy format, enter the end date for the peer review of this document.

STEP 2.2 You may have one file or multiple files that together comprise a document. Add document files using the following fields:

Field Label	Notes
Title	Enter the name or title of the file. This is the title that the public will see.
Link Location	Enter the location of any file that relates to the document. These files may already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File	Enter the path and file name. **-- OR --** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.

STEP 2.3 Click **Add File**. The file appears in the **List of Files** table. For your convenience, you may order the presentation by editing the number in the **Order** column. Once added, if you need to delete a file, click the **Delete** check box. These changes will take place when the form is saved.

STEP 3. Click **Save** to save additions/changes to the database. View this information on the **Document** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Internal Documents** list page.

3.6.2 Review/Update Documents

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, you will see **Yes** in the **In Review** column.

STEP 3. Click on the document in **Document Title** column for which you seek to view details. The **Document Details View** page appears.

STEP 4. To update current document details, click on the **Edit** link at the top right of the page or click the **Edit** link under the **Document Details** bullet in the left navigation. Go to **Section 3.6.1: Create an Internal Document - Step 2.1** above for more information on editing a document**.**

3.6.3 Comment on an Internal Document

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, you will see **Yes** in the **In Review** column.

STEP 3. Click on the document in the **Document Title** column for which you seek to review and comment. The **Document Details View** page appears. To view the document files, click on the link under the **Title** column in the **List of Files** table.

STEP 4. Click on the **Comments/Responses** link in the left navigation. The **Internal Comments** list page displays. See **Section 3.6.4: Review/Modify Comments** for more information.

STEP 5. Click on the **Create Comment** link at the top right of the page. You may enter your comment using the following form fields:

Field Label	Notes
Commenter*	Enter the name of the person commenting on the document using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Title	Enter a title for the comment or set of comments you are creating. An example is Section 3: Alternatives and Constraints.

Field Label	Notes
File	If you want to link to or add a file with your comments: Enter the path and file name. **-- OR –** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.
Section	If this comment is related to a specific section in the document, enter the section identifier here.
Page	If this comment is related to a specific page in the document, enter the page identifier here.
Paragraph	If this comment is related to a specific paragraph in the document, enter the paragraph identifier here.
Line	If this comment is related to a specific line in the document, enter the line identifier here.
Comment*	Enter the comment (required). Include as much information as possible. Data entry is limited to 2000 characters.

STEP 6. Click **Add Comment**. The Comment will appear in the **List of Comments** section. Once added, if you need to delete a comment, click the **Delete** check box. This change will take place when the form is saved. To add multiple comments repeat Step 5 through Step 6.

STEP 7. Click **Save** to save additions/changes to the database. View this information on the **Internal Comments** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Internal Comments** List page**.**

3.6.4 Review/Modify Comments

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, you will see **Yes** in the **In Review** column.

STEP 3. Click on the document in the **Document Title** column for which you seek to review and comment. The **Document Details View** page appears. To view the document files, click on the link under the **Title** column in the **List of Files** table.

STEP 4. Click on the **Comments/Responses** link in the left navigation. The **Internal Comments** list page displays. Each row on this page represents a comment or a set of comments that were created in a group by the commenter.

STEP 4.1 To filter the list of comments, use one or a combination of the filters:

Filter	Notes
Status	Select the status of comment from the list box.

Filter	Notes
Commenter	Enter the name of the commenter using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. 5. Click **Select.** The person's name appears on the form in the name field.
Date From	Using the mm/dd/yyyy format, enter a Date From date to include comments occurring on or after this date.
Date To	Using the mm/dd/yyyy format, enter a Date To date to include comments occurring on or before this date.
File Upload	Select "Yes" to see comments that include an uploaded file. Select "No" to see comments that do not include an uploaded file.

STEP 5. Click **Filter.** The comment list appears based on the filter selected.

STEP 6. Select the ID in the **ID** column of the comment that you wish to review.

STEP 6.1 Review comment information. To edit comment information, click the **Edit Comments** link at the top right corner of the page.

STEP 6.2 Use the fields presented in **Section 3.6.3: Comment on an Internal Document** above to add additional comments to the comment set.

STEP 6.3 To edit individual comments in the comment set, click the **Edit** link in the **List of Comments** table.

STEP 6.4 Use the fields presented in **Section 3.6.3: Comment on an Internal Document** above to edit the comment and click on **Update Comment**.

STEP 7. Click **Save** to save additions/changes to the database. View this information on the **Internal Comment** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **Internal Comment** page**.**

3.6.5 Respond to a Comment

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, you will see **Yes** in the **In Review** column.

STEP 3. Click on the document in the **Document Title** column for which you seek to respond to a comment. The **Document Details View** page appears.

STEP 4. Click on the **Comments/Responses** link in the left navigation. The **Internal Comments** list page displays. View the comment set list.

STEP 5. Select Create in the **Responses** column of the comment set to which you wish to respond.

STEP 6. You may enter your response using the following form fields:

Field Label	Notes
Responder*	Enter the name of the person responding to the comment using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Status	Select a status for the response from the list box.
All Comments Incorporated	Click in the check box to indicate that all comments have been read and incorporated in the revision.
Response*	Enter the response. Data entry is limited to 2000 characters. (Response is a required field if the **All Comments Incorporated** check box is not selected.

STEP 7. Click **Save** to save additions/changes to the database. View this information on the **Internal Comments/Responses** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Internal Comments/Responses** view page***.***

3.6.6 Review/Update Responses to Comments

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, see **Yes** in the **In Review** column.

STEP 3. Click on the document in the **Document Title** column for which you seek to respond to a comment. The **Document Details View** page appears.

STEP 4. Click on the **Comments/Responses** link in the left navigation. The **Internal Comments/Responses** list page displays. View the comment set list.

STEP 5. Select **Edit** in the **Responses** column for the response you wish to edit. Note: If **Status** is "Review" then the comment has been updated since the last response. This comment should be reviewed to determine if the response should be modified.

STEP 6. Use the fields presented in **Respond to a Comment** in this section to edit the response.

STEP 7. Click **Save** to save additions/changes to the database. View this information on the **Internal Comments/Responses** view page.
-- OR --
Click **Cancel** to exit without saving and return to the **Internal Comments/ Response** page**.**

3.6.7 Review Internal Comments Report

The internal comments report provides an overview of the status of comments submitted for a document.

STEP 1. From a Project, click on the **Internal Documents** link in the left navigation.

STEP 2. View documents available for past, present or future review in the **Internal Documents** table.

STEP 3. Click on the document in the **Document Title** column for which you seek to view the **Internal Comments Report**. The **Document Details** view page appears.

STEP 4. Click on the **Internal Comments Report** link in the left navigation.

STEP 4.1 To filter the report, use one or a combination of the filters:

Filter	Notes
Section	Enter the section identifier.
Page	Enter the page identifier.
Paragraph	Enter the paragraph identifier.
Date Submitted From	Using the mm/dd/yyyy format, enter a Date Submitted From date to include comments occurring on or after this date.
Date Submitted To	Using the mm/dd/yyyy format, enter a Date Submitted To date to include comments occurring on or before this date.
Status	Select the status of comment from the list box.
Commenter	Enter the name of the Commenter here using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. 5. Click **Select.** The person's name appears on the form in the name field.

STEP 5. Click **Generate Report** to view the report.

STEP 6. A printable version of the report is available in **HTML** or **Microsoft Word** format by clicking on the appropriate link.

3.7 Step 6: Public Communication

In this section, the public project home page is created and maintained. Pages created here can be published to the public site either when they are created or at a later date.

3.7.1 Create Public Project Home

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. The Public Project Home Page contains the text of the home page, the public contact information, an image, and information on the home page status including the date the page was last published and its current status (published to public or not published to public). Information not previously created will not be visible.

STEP 2.1 To create or update the **Public Project Home Page**, click on the **Edit** link at the top right of page or click the **Edit** link under the **Public Project Home** bullet in the left navigation.

STEP 2.2 Update the public document using the following form elements:

Field Label	Notes
Publish to Public Site	Select this check box to have the project home page appear on the public site. If this item is checked, the page will be published to the public site. The PEPC application will confirm this selection when the page is saved.
Text*	Enter the text to appear on the public site (required). Describe the project, its goals and key stakeholders, explain how the project is aligned with the mission of the National Park Service, solicit comments, etc. Text from the Superintendent's Note may also be placed here. Remember this is online information. Keep it brief! Limit your text to approximately 3 paragraphs. Data entry is limited to 4000 characters.
Project Contact	Enter contact information for the person to contact regarding this project. Data entry is limited to 250 characters.
Image	Enter the URL for an image or click **Browse…** and navigate to the image file and click **Open.** Although any size image may be used, the suggested image size is 200 x 300 pixels. Images larger than the suggested size may not display properly. The image can be replaced after it is uploaded, should it prove dissatisfactory.

STEP 3. Click **Save** to save additions/changes to the database. If the **Publish to Public Site** check box is selected, you will be prompted "Are you sure you want to publish this to the public?" Select **OK** to publish to the public site or **Cancel** to return to the **Public Project Home Page** (**Edit)** page to deselect the **Publish to Public Site** check box. Click **Save.** View this information on the **Public Project Home Page** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Public Project Home Page** view page**.**

3.7.2 Plan Process

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. Click on the **Edit** link under the **Plan Process** bullet in the left navigation. (The **View** link will allow you to view any information that has already been entered.)

STEP 2.1 Create or update the plan process using the following form elements:

Field Label	Notes
Publish to Public Site	Select this check box to have the plan process information appear on the public site. Make sure that the check box is also selected on the **Public Project Home** page; both need to be selected for this information to display on the public site.
Introduction	Enter the text to describe the process you will follow for this project to the public. Data entry is limited to 2000 characters.
Conclusion	Enter additional text to describe the process. Data entry is limited to 2000 characters.
Step Description	1. Enter text for a step. 2. Click **Add Step.** The step displays in the **List of Steps** table. 3. Continue adding steps until all steps have been added. Each step receives a step number. Steps appear in the order they are entered. Step order may be edited if necessary. Changes will take effect when the page is saved. 4. Click the radio button associated with the step that is current.

STEP 3. Click **Save** to save additions/changes to the database. If the **Publish to Public Site** check box is selected, you will be prompted "Are you sure you want to publish this to the public?" Select **OK** to publish to the public site or **Cancel** to return to the **Plan Process** edit page and deselect the **Publish to Public Site** check box. Click **Save.** View this information on the **Plan Process** view page or on the public site by selecting the **Plan Process** link in the left navigation on the project's **Public Project Home** page.
--OR--
Click **Cancel** to exit without saving and return to the **Plan Process** view page**.**

3.7.3 Add/Edit Meeting Notices

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. Click on the **Edit** link under the **Meeting Notices** bullet in the left navigation. (The **View** link will allow you to view any information that has already been entered.)

STEP 2.1 Create or update meeting notices using the following form elements:

Field Label	Notes
Publish to Public Site	Select this check box to have the meeting notices appear on the public site. Make sure that the check box is also selected on the **Public Project Home** page; both need to be selected for this information to display on the public site.
Title*	Enter the title of the meeting (required).
Description*	Enter information describing the purpose and goals to be achieved at the meeting (required). Provide information of speakers or special presentations of interest to the public. Data entry is limited to 2000 characters.
Date*	Using the mm/dd/yyyy format, enter the date of the meeting (required).
Start Time*	Select the starting time in hours, minutes and AM or PM from the list boxes (required).
End Time*	Select the ending time in hours, minutes and AM or PM from the list boxes (required).). Note: The start time and end time cannot be the same.

Field Label	Notes
Location*	Enter the name of the facility or location where the meeting occurs (required).
Address 1*	Enter the first line of the address for the meeting (required).
Address 2	Enter the second line of the address for the meeting.
City*	Enter the City (required).
State*	Enter the State (required).
Telephone	Enter the telephone number of the facility or point of contact for the meeting.

STEP 3. Click **Add Meeting Notice**. The meeting displays in the **List of Meeting Notices** table. Continue adding meeting notices until all meetings are listed in the **List of Meeting Notices** table. Any changes to the list of meeting notices will be saved when the page is saved. A meeting notice listed in the **List of Meeting Notices** table may be edited by selecting its corresponding Edit link. After selecting the Edit link, all fields listed in the previous step may be edited. Meetings with the **Delete** check box will be deleted when the page is saved. Meetings with the **Publish** check box selected will be published to the public site when the page is saved.

STEP 4. Click **Save** to save additions/changes to the database. If a **Publish** check box is selected, you will be prompted "Are you sure you want to publish this to the public?" Select **OK** to publish to the public site or **Cancel** to return to the **Meeting Notices** edit page and deselect the **Publish** check box. View this information on the **Meeting Notices** view page or on the public site by selecting the **Meeting Notices** link in the left navigation on the project's **Public Project Home** page.
--OR--
Click **Cancel** to exit without saving and return to the **Meeting Notices** view page**.**

3.7.4 List Related Links

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. Click on the **Edit** link under the **Links** bullet in the left navigation. (The **View** link will allow you to view any information that has already been entered.)

STEP 2.1 Create or update links to websites with information related to the topic of the meeting.

Field Label	Notes
Publish to Public Site	Select this check box to have the links appear on the public site. Make sure that the check box is also selected on the **Public Project Home** page; both need to be selected for this information to display on the public site.
Name	Enter the name of the link. This is the text that will be displayed on the public site as a link.
URL	Enter the web address of the link.

STEP 3. Click **Add Link**. The link displays in the **List of Links** table. Continue adding links until all links are listed in the **List of Links** table. Links appear in the order they are entered. The order may be edited. Changes will take effect when the page is saved.

STEP 4. Click **Save** to save additions/changes to the database. If the **Publish to Public Site** check box is selected, you will be prompted "Are you sure you want to publish this to the public?" Select **OK** to publish to the public site or **Cancel** to return to the **Links** edit page and deselect the **Publish to Public Site** check box. View this information on the **Links** view page or on the public site by selecting the **Documents & Links** link in the left navigation on the project's **Public Project Home** page.
--OR--
Click **Cancel** to exit without saving and return to the **Links** view page**.**

3.7.5 View a Summary of Public Communication

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. Click on the **Summary** link in the left navigation.

STEP 3. View summary information on the public project home page, plan process, meeting notices, and related links.

3.7.6 Create a Public Document

STEP 1. From a Project, click on the **Public Communication** link in the left navigation. The **Public Project Home Page** appears.

STEP 2. Click the **Create Document** link in the left navigation. The **Create Public Document** page displays.

STEP 3. Create a document for public review using the following fields:

TIP: Both **Review Start** and **Review End** dates are required to make the document available for review by the public.

Field Label	Notes
Publish to Public Site	Select this check box to have the document appear on the public site. Make sure that the check box is also selected on the **Public Project Home** page; both need to be selected for this information to display publicly.
Document Type*	Select the type of document from the list box (required).
Title*	Enter the title of the document (required). Remember one document may comprise multiple electronic files.
Description*	Enter the description of the document (required). Data entry is limited to 100 characters.
Review Start	Using the mm/dd/yyyy format, enter the start date for the public review of this document.
Review End	Using the mm/dd/yyyy format, enter the end date for the public review of this document. The review end date is interpreted by PEPC as midnight, Mountain time.
E-mail Address	Enter the e-mail address to which the public should send their comments electronically.
Postal Address	Enter the P.O. Box or other identifying information, street, city, state and ZIP Code to which the public should mail their comments.
Title	Enter the public title of the document here. A descriptive name for the file that will appear on the public site. On the public site, this name will appear as a link. Clicking this link will allow a public user to download the file or view it on screen.

Field Label	Notes
File	You may have one file or multiple files that together comprise a document. Enter the path and file name of the document to be uploaded. **-- OR –** Click on **Browse…** and locate the file to be uploaded. Click on **Open**. The path and filename will appear in the File Upload field

STEP 3.1 Click **Add File** to add this file to the **List of Files** table. Continue adding files until all files associated with this document are listed in the **List of Files** table. Files will appear in the table in the ordered added. For your convenience, you may change the order of the files by editing the number in the **Order** column. Once added, if you need to delete a file, click the **Delete** check box. Changes will take effect when the page is saved.

STEP 4. Click **Save** to save additions/changes to the database. If the **Publish to Public Site** check box is selected, you will be prompted "Are you sure you want to publish this to the public?" Select **OK** to publish to the public site or **Cancel** to return to the **Create Document** page and deselect the **Publish to Public Site** check box. Click **Save.** View this information by selecting **Public Documents and Comment Analysis** in the left navigation or on the public site by selecting the **Documents & Links** link in the left navigation on the project's **Public Project Home** page.
--OR--
Click **Cancel** to exit without saving and return to the **Public Documents** page**.**

NOTE: Once created, this public document can be updated by selecting **Step 7 Analyze Public Comments and Respond** in the left navigation. See **Section 3.8.1: Step 7 - Review/Update Documents** for more information.

3.8 Step 7: Public Documents & Comment Analysis

There are multiple channels of information for comments, web form from the public site, e-mail, letter, etc. As documents are posted to the public web site (See **Section 3.7: Step 6 Public Communication**), the public has the opportunity to become informed and may submit comments based on the information learned. In this way the NPS includes public opinion in their decision-making process.

3.8.1 Manage Codes

Before a user can begin coding comments, codes must be assigned for use on the project. A code represents a combined topic and issue statement. A project can use National, Park, or Project-specific codes.

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation. All Project, National, and Park codes identified for this project are displayed in the **Code List**.

STEP 2. To add codes to the project, click the **Edit** link in the upper right area of the page or under the **Manage Codes** bullet in the left navigation.

STEP 3. Choose the appropriate code(s) from the **Park/National Code List** (e.g. codes associated with the NEPA process, NPS Organic Act, NPS Management Policies, cumulative effects on air quality, etc) or from the **Project Code List** that is prepared by the project manager (alcohol prohibition, mandatory boater education, park zoning for off-road vehicles, etc.) To make the code(s) available when coding comments for this project, select the **Use** check box next to the code. To make a code unavailable when coding comments, deselect the **Use** check box next to the code. Select or deselect the **Substantive** check box for each code as appropriate to the project. Generally, substantive comments are those that:

- question, with reasonable basis, the accuracy of the information in the EA/EIS
- question, with reasonable basis, the adequacy of the environmental analyses
- present reasonable alternatives or elements of alternatives other than those presented in the document
- provide information that could lead to changes or revisions in the proposal

STEP 4. If additional codes are needed, add project-specific codes to the Project Code List using the following form elements:

Field Label	Notes
Code*	Enter a project-specific code (required). The project specific code list is usually developed from the impact topics identified in the scoping report.
Substantive	Click this check box to identify the code as a substantive code. If this check box is not selected, the code is non-substantive per the project or NPS guidelines. Generally, substantive comments are those that: ▪ question, with reasonable basis, the accuracy of the information in the EA/EIS ▪ question, with reasonable basis, the adequacy of the environmental analyses ▪ present reasonable alternatives or elements of alternatives other than those presented in the document ▪ provide information that could lead to changes or revisions in the proposal
Description*	Enter a description of the project-specific code (required). Include all information that may be used for comment analysis and reporting. Data entry is limited to 100 characters.

STEP 5. Click **Add Code**. The code will appear in the **Project Code List**.

STEP 6. Click **Save** to save additions/changes to the database, **OR** click **Cancel** to exit without saving and return to the **Manage Codes** view page.

3.8.2 Review/Update Documents

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. View documents available for past, present or future review in the **Public Documents** table.

NOTE: Observe the **Review Start** and **Review End** dates. For documents currently under review, you will see **Yes** in the **In Review** column.

STEP 4. Click on the document in the **Document Title** column for which you seek to view details. The **Document Details View** page appears.

STEP 5. The **Document Details** view page displays the following information: whether or not the document is currently published to the public site, the document type, a description of the document, start and ending public review dates, addresses for comments, correspondence, master form letters, comments, concerns, responses, and a list of files associated with the document.

STEP 5.1 To update current document details, click on the **Edit** link at the top right of page or click the **Edit** link under the **Document Details** bullet in the left navigation.

STEP 5.2 Update the public document using the following form elements:

Field Label	Notes
Publish to Public Site	Select this check box to publish this document to the public site. You must also have Publish to Public check box selected on the **Public Project Home** in **Section 3.7: Step 6 Public Communication.**
Document Type*	Select the document type in the list box (required).
Title*	Enter the title of this document (required). Remember, documents may comprise multiple electronic files. Data entry is limited to 100 characters.
Description*	Enter a description of the document (required). Data entry is limited to 100 characters.
Review Start	Using the mm/dd/yyyy format, enter the start date for the public review of this document.
Review End	Using the mm/dd/yyyy format, enter the end date for the public review of this document. The review end date is interpreted by PEPC as midnight, Mountain time.
E-mail Address	Enter the e-mail address to which the public may send comments electronically.
Postal Address	Enter the P.O. Box or other identifying information, street, city, state and ZIP Code to which the public may send their comments.

TIP: Both **Review Start** and **Review End** dates are required to make the document available for review by the public.

STEP 5.3 You may have one file or multiple files that together comprise a document. Add document files using the following fields:

Field Label	Notes
Title	Enter the name or title of the file. This is the title that the public will see.
File	Enter the path and file name to be uploaded. **-- OR --** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field. For more information see **Instructions for Uploading Documents** in the PEPC Guide.

STEP 5.4 Click **Add File**. The file appears in the **List of Files** table. Files appear in the order entered. For your convenience, you may change the order of the files by editing the number in the **Order** column. Once added, if you need to delete the file, click the **Delete** check box. All changes will take effect when the page is saved.

STEP 6. Click **Save** to save additions/changes to the database. View this information on the **Document Details** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Document Details** view page**.**

3.8.3 Create Correspondence

This section describes the steps for adding a correspondence to PEPC in a form other than a comment from the public site (e.g. letter, e-mail).

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet in the left navigation.

STEP 3. Click on the document to which the correspondence refers in the **Document Title** column of the **Public Documents** table.

STEP 4. Click on the **Correspondence** link in the left navigation. The **Correspondence List** appears.

STEP 5. Click the **Create Correspondence** link at top right of page.

STEP 6. If this piece of correspondence is a form letter, select an option in the **Choose Master Form Letter** list box.

STEP 6.1 If it is a master form letter, select THIS IS A MASTER FORM LETTER.

STEP 6.2 If this piece of correspondence is a form letter, and the master already exists in PEPC, select the master that it matches. To compare a potential form letter with a master, select the master in the list box and click **Open to Compare.** The master form letter will open in a separate window for comparison. Note: The Open to Compare button is only available when a master form letter is available and selected. Skip to Step 10.

NOTE: The master form letter is typically the first correspondence received for a form letter campaign. Once a correspondence is flagged as master, its **Form Letter Status** cannot be changed. Existing and later correspondence are compared to the MASTER to determine **Form Letter Status**. Specifically, when a correspondence is created or is received from the public site, the first 100 characters of the correspondence text are compared to the first 100 characters of other correspondence in the system flagged as **MASTER FORM LETTER**. If the new correspondence matches a MASTER, the **Form Letter Status** is set to "**Potential**".

STEP 7. Enter information regarding the author of the correspondence using the following form elements:

Field Label	Notes
Keep Private	Select this check box to keep the author's information private.
First Name*	Enter the author's first name (required).
MI	Enter the author's middle initial.
Last Name*	Enter the author's last name (required).
Organization	Enter the organization to which the author belongs, if any.
Organization Type	Select the type of organization to which the author belongs from the list box.
Address 1*	Enter the first line of the author's address (required).
Address 2	Enter the second line of the author's address.

Field Label	Notes
City*	Enter the author's city (required).
State/Province*	Select or enter the author's state or province (required).
Postal Code *	Enter the author's postal code (required).
Country	Select the author's country.
E-mail	Enter the author's e-mail address.

STEP 8. Enter information about the correspondence using the following fields:

Field Label	Notes
Status	Select a status from the dropdown list box.
Park Corr. Log	Enter the correspondence log information. For example, include internal tracking IDs, if any.
Type*	Select the type of correspondence from the list box (required).
Number of Signatures	Enter the number of signatures if there are multiple people represented in a correspondence.
Date Sent	Using the mm/dd/yyyy format, enter the date that the correspondence was sent.
Date Received*	Using the mm/dd/yyyy format, enter the date that the correspondence was received at the NPS (required).
Notes	Enter any information about this correspondence that you would like to note. Data entry is limited to 2000 characters.

STEP 9. Enter the text of the correspondence into the **Correspondence Text*** data entry box (required).

STEP 10. Click **Save** to save additions/changes to the database. View this information on the **Correspondence** page.
--OR--
Click **Cancel** to exit without saving and return to the **Correspondence** page.

3.8.4 Review Correspondence

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. To review correspondence click on the document title in the **Document Title** column. The **Document Details** view page appears.

STEP 3. Click on the **Correspondence** link in the left navigation. The Correspondence List appears.

STEP 3.1 To filter the list of correspondence, use one or a combination of the **Filters**:

Filter	Notes
Org. Type	Select the type of organization or group from the list box.
Status	Select the status of the correspondence from the dropdown list.
ID	Enter the correspondence ID of the individual correspondence.
Form Letter	Select the form letter identifier from the dropdown list box.
Date From	Using the mm/dd/yyyy format, enter a Date From date to include correspondence occurring on or after this date.

Filter	Notes
Date To	Using the mm/dd/yyyy format, enter a Date To date to include correspondence occurring on or before this date.

STEP 4. Click **Filter.** The correspondence list appears based on the filter selected.

STEP 5. Select the ID in the **ID** column of the correspondence that you wish to review.

STEP 5.1 Review correspondence information. To edit identifying information, click the **Edit** link at the top right corner of the page.

STEP 5.2 Use the fields presented in **Section 3.8.3: Create Correspondence.**

STEP 6. Review the correspondence in the **Correspondence Text** section of the page.

STEP 7. Identify strings of text that present comments contained within the correspondence.

STEP 7.1 Select the text for each comment, then copy and paste, drag, or retype the text into the **Comment Text** data entry box in the **Add Comment** section of the page. Data entry is limited to 2000 characters.

STEP 7.2 Click **Save Comment.** The comment appears in the **Comments** table. Go to Step 7.1 and repeat until all comments are displayed in the **Comments** table.

STEP 7.3 To code the comments, go to **Section 3.8.5: Edit & Code Comments**.

STEP 8. Identify strings of text that present requests contained within the correspondence.

STEP 8.1 Select the text for each request, then copy and paste, drag, or retype the text into the **Request Text** data entry box in the **Add Public Request** section of the page. Select the type of request in the **Request Type** list box. Request Text is limited to 4000 characters.

STEP 8.2 Click **Save Request.** The request appears in the **Public Requests** table.

3.8.5 Public Requests

Generate a list of Public Requests and filter the list to find public requests matching the criteria entered.

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Select a document from the Document List.

STEP 4. Click the **Public Requests** link in the left navigation.

STEP 5. Filter the report using the following report criteria:

Field Label	Notes
Request Type	Choose a request type from the dropdown list.
Status	Choose a request status from the dropdown list.
Date From	Using the mm/dd/yyyy format, enter a Date From date to include public requests occurring on or after this date.
Date To	Using the mm/dd/yyyy format, enter a Date To date to include public requests occurring on or before this date.

STEP 6. View the list of public requests.

STEP 7. View Correspondence Information by selecting the request **ID** from the **Public Request** List table.

3.8.6 Code Comments

STEP 1. Follow steps 1 - 8 in **Section 3.8.4: Review Correspondence.**

STEP 2. Click on the **Edit** link in the **Edit** column of the **Comments** table for the comment you wish to edit or code.

STEP 3. Edit the Comment using the following fields:

Field Label	Notes
Status	Select the status of the comment from the dropdown list box. When the comment is first created the status is automatically set to "In Process". Once the comment is coded, this status needs to be changed to "Coded".
Page	Enter the page number of the document on which the comment is associated.
Paragraph	Enter the paragraph number within which the comment is associated.
Text*	The text that was added during **Review Correspondence** appears here (required). Edit the text here to correct typos only.
Notes	Enter any information that you would like to note about this comment. Data entry is limited to 2000 characters.
Coder's Initials	Enter the initials of the person coding the comment.

STEP 4. Select the code that you would like to associate with this comment from the list box. Note: "S" indicates a substantive code and "N" indicates a non-substantive code.

STEP 4.1 If the appropriate code is not available in the list box, see the **Section 3.8.2: Manage Codes**.

STEP 5. Click **Add Code**. The code will appear in the **Codes** table. If this comment is a supporting quote to substantiate the code, click the check box in the **Supporting Quote** column of the **Codes** table. Select the corresponding Delete check box to delete a code in the list. Changes will take effect when the page is saved.

STEP 6. Click **Save** to save additions/changes to the database. View this information on the **Comments** page.
--OR--
Click **Cancel** to exit without saving and return to the **Comments** page**.**

3.8.7 Create Interim Comments Report

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Click on the document title in the **Document Title** column. The **Document Details** view page appears.

STEP 4. Click on the **Interim Comments Report** link in the left navigation.

STEP 5. The complete report (all sections displayed at once) may be viewed or printed at once by using one of the **Printable Version** links. The **HTML** link will open the complete report in your browser. The **Excel** link will open the complete report in Microsoft Excel.

STEP 6. View the detailed areas by clicking on the link with the same name. Each link will expand just that area of the report.

- Comment Distribution by Code
- Comment Distribution by Correspondence Type
- Comment Distribution by Substantive/Non-Substantive
- Comment Distribution by Status
- Comment Distribution by State
- Comment Distribution by Country
- Comment Distribution by Organization Type

3.8.8 Develop Concern Statements

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Click on the **Document Title**. The **Document Details** view page appears.

STEP 4. Click on the **Concerns** link in the left navigation.

STEP 5. Click the **Create Concern** link at the top right of the page.

STEP 6. Select the project-specific code from the list box for which this concern corresponds (required). Only codes that have been assigned to a comment are available. Note: “S” indicates a substantive code and “N” indicates a non-substantive code.

STEP 6.1 Create a concern using the following fields:

Field Label	Notes
Status	Select a status for the new concern from the dropdown list.
Concern Statement*	Enter the concern that best represents the comments for this code (required). Data entry is limited to 2000 characters.
Response Type	Select the type of decision that is needed from the dropdown list box.
Analyst	Enter the name of the **Analyst** using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person’s name appears on the form in the name field.

Field Label	Notes
Completed Date	Using the mm/dd/yyyy format, enter the date that the concern is created.
Notes	Enter any notes related to this concern statement. Data entry is limited to 2000 characters.

STEP 6.2 To select a supporting quote to associate with this concern statement, select the **Use** check box next to the supporting quote. To disassociate the supporting quote from this concern statement, deselect the **Use** check box next to the supporting quote.

NOTE: To view the supporting quote, click on the **ID** in the **Comment ID** column corresponding to the **Supporting Quote**.

STEP 6.3 Click **Save** to save additions/changes to the database. View this information on the **Concern** page.
-- OR --
Click **Cancel** to exit without saving and return to the **Concerns** page**.**

3.8.9 Edit Concern Statement

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Click on the **Document Title**. The **Document Details** view page appears.

STEP 4. Click on the **Concerns** link in the left navigation.

STEP 5. Filter the list of concerns using the following **Filters**:

Field Label	Notes
Status	Select a concern status from the dropdown list box.
Code	Enter the comment code to which the concern corresponds.
Analyst*	Enter the name of the **Analyst** using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. 5. Click **Select.** The person's name appears on the form in the name field.
Has Response	Choose Yes or No from the dropdown list.

STEP 6. Click **Filter.** The concern list appears based on the filter selected.

STEP 7. Click the **Edit** link associated with the concern statement you want to edit.

STEP 8. To edit the concern statement, go to **Section 3.8.8: Develop Concern Statements** above.

3.8.10 Prepare Responses

STEP 1. From the **Concerns** page, select the **ID** in **ID** column of the **Concern List** table corresponding to the project-specific code description.

STEP 2. Click the **Create Response** link at the top right area of the page.

STEP 3. Create a response using the following fields:

Field Label	Notes
Code	This field is not editable. This is the code description associated with the Concern to which you are creating a response.
Status	Select a status from the list box.
Completed Date	Using the mm/dd/yyyy format, enter the date that this response will be completed.
Responder*	Enter the name of the **Responder** using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Response*	Enter the response to the concern (required). Data entry is limited to 2000 characters
Notes	Enter any notes related to this response. Data entry is limited to 2000 characters.

STEP 4. Add a **Management Notes File** using the following fields:

Field Label	Notes
Title	Enter the title of the Management Notes File.
Link Location	Enter the location of any file that relates to the Management Note. These may be files that already reside on a server and you simply wish to access them from their current location rather than upload them to the PEPC database. Links may start with http:, https:, ftp:, or \\.
File	Enter the path and file name to be uploaded. **-- OR –** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.

STEP 5. Click **Add File** The file will appear in the List of Management Notes Files. Continue adding files until all Management Notes Files are accounted for.

STEP 6. Click **Save** to save additions/changes to the database. View this information on the **Responses** page.
--OR--
Click **Cancel** to exit without saving and return to the **Concerns** page**.**

3.8.11 Edit Response

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Click on the **Document Title**. The **Document Details** view page appears.

STEP 4. Click on the **Responses** link in the left navigation.

STEP 5. Filter the list of responses using the following **Filters**:

Filter	Notes
Status	Select a response status from the dropdown list box.
Code	Enter the comment code to which the response corresponds.
Responder	Enter the name of the **Responder** using the **Person Search** feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. 5. Click Select. The person's name appears on the form in the name field.

STEP 6. Click **Filter.** The response list appears based on the filter selected.

STEP 7. Click the **Edit** link associated with the response you want to edit.

STEP 8. To edit the response, go to **Section 3.8.10: Prepare Responses: Step 3** in this section.

3.8.12 Sub/Non-Sub Report

The Sub/Non-Sub Report provides a summary of substantive or substantive codes and corresponding comments.

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Select a document from the Document List.

STEP 4. Click the **Sub/Non-Sub Report** link in the left navigation.

STEP 5. Filter the report using the following report criteria:

Filter	Notes
Substantive	Choose Yes or No from the dropdown list to filter for that value.
Code	Type the Code you wish to filter for.
Coder's Initials	Type the Coder's Initials you wish to filter for.

STEP 6. View the list of correspondence.

STEP 7. The report may be viewed or printed by using one of the **Printable Version** links. The **HTML** link will open the report in your browser. The **Word** link will open the report in Microsoft Word.

3.8.13 Index By Organization Type Report

The Index by Organization Type report provides a summary of correspondence and associated codes by Organization Type. This report may be used as the index for the response published to the public.

STEP 1. From a Project, click on the **Public Documents and Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Select a document from the Document List.

STEP 4. Click the **Index By Org. Type Report** link in the left navigation.

STEP 5. Filter the report using the following report criteria:

Filter	Notes
Organization Type	Select the Organization Type from the dropdown list.
Organization	Type the name of the Organization you wish to filter for.
Code	Type the Code you wish to filter for.

STEP 6. View the list of correspondence sorted by Organization Type.

STEP 7. The report may be viewed or printed by using one of the **Printable Version** links. The **HTML** link will open the report in your browser. The **Word** link will open the report in Microsoft Word.

3.8.14 Index By Code Report

The Index by Code report provides a summary of correspondence and associated organization by assigned code. This report may be used as the index for the response published to the public.

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click on the **Documents** bullet.

STEP 3. Select a document from the Document List.

STEP 4. Click the **Index By Code Report** link in the left navigation.

STEP 5. Filter the report using the following report criteria:

Filter	Notes
Organization	Type the name of the Organization you wish to filter for.
Code	Type the Code you wish to filter for.

STEP 6. View the list of correspondence sorted by Code.

STEP 6.1 The report may be viewed or printed by using one of the Printable Version links. The HTML link will open the report in your browser. The **Word** link will open the report in Microsoft Word.

3.8.15 Concern Response Report

The Concern Response Report displays concern statement by code with the associated response, and supporting quote(s). This report may be used as the content for the response published to the public.

STEP 1. From a Document, click on the **Concern Response Report** link in the left navigation.

STEP 2. Filter the report using the following report criteria:

Filter	Notes
Code	Enter the comment code to which the responses correspond.
Show Notes	Click the **Show Notes** check box to see associated notes.

STEP 3. Click **Generate Report** to view the report.

STEP 3.1 The report may be viewed or printed by using one of the **Printable Version** links. The **HTML** link will open the report in your browser. The **Excel** link will open the report in Microsoft Excel.

3.8.16 Content Analysis Report

The Content Analysis Report provides a summary of number of comments per code across a project.

STEP 1. From a Project, click on the **Public Documents & Comment Analysis** link in the left navigation.

STEP 2. Click the **Content Analysis Report** link in the left navigation.

STEP 3. View Comment Totals per Code.

STEP 3.1 The report may be viewed or printed by using one of the **Printable Version** links. The **HTML** link will open the report in your browser. The **Excel** link will open the report in Microsoft Excel.

3.9 Step 8: Close Project

STEP 1. From a Project, click on the **Close Project** link in the left navigation. The **Close Project** view page appears.

STEP 2. View information about the project status, public documents, and internal documents.

STEP 3. Click on the **Edit** link at the top right of the page or click the **Edit** link under the **Close Project** bullet in the left navigation.

STEP 4. Close the project using the following form elements:

Field Label	Notes
Project Status	Select the project status from the list box. When you update this field and save, the status on other pages will be updated as well. Closing a project is not a permanent change. If the need arises, the project status can still be changed in the future.

Field Label	Notes
Project Close	Using the mm/dd/yyyy format, enter the date that this project is closed. A project is closed when the record will no longer be updated.
Reason	Enter the reason for closing the project. Data entry is limited to 2000 characters.
Sent to Curator	Using the mm/dd/yyyy format, enter the date that the curator receives project information. The curator will archive the information.
Park Accession Number	Enter the park accession number.
Region Accession Number	Enter the region accession number.
Admin Record Location	Enter the location of the administrative record.
Admin. Record Contact	Enter the name of the **Admin. Record Contact** using the **Person Search** feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person’s name appears on the form in the name field.
Compliance Complete	Select the check box if the compliance process is complete for this project.
Filed	Select the check box if the project has been filed.
Archived	Select the check box if the project has been archived (closed out and placed in the park’s archives).
Public Documents	Enter the TIC number to reference each public document. To remove project document files: 1. Click on the document title link. The document view page opens. 2. Click the **Edit** link in the top right of the page or click the **Edit** link under the **Document Details** bullet in the left navigation. 3. Click the **Delete** check box associated with the files to be removed
Internal Documents	Enter the TIC number to reference each private document. To remove project document files: 1. Click on the document title link. The document view page opens. 2. Click the **Edit** link in the top right of the page or click the **Edit** link under the **Document Details** bullet in the left navigation. 3. Click the Delete check box associated with the files to be removed

STEP 5. Click **Save** to save additions/changes to the database. View this information on the **Close Project** view page.
--OR--
Click **Cancel** to exit without saving and return to the **Close Project** view page**.**

4 Uploading Files and Images

4.1 Uploading Files

There are several areas in the PEPC System where you can upload one or more files. Files should be no larger than 2MB. Once the file is uploaded it is stored on the system for access. To upload a file:

Field Label	Notes
Title	Enter the name or title of the file.
Link Location	Enter the location of the link here. Links start with http:, https:, ftp:, or \\.
File	Enter the path and file name to be uploaded. **-- OR --** Click on **Browse…** and locate the file to be uploaded. Click on **Open.** The path and filename will appear in the File Upload field.

4.2 Uploading Images

In addition to uploading files you are also able to upload images. An image can be uploaded in any area of the PEPC system that you can upload a file. To upload an image, follow the instructions for **Section 4.1: Uploading Files** above.

To ensure the highest quality of your image, please do the following:

- Make sure the image is the appropriate size: 200 pixels x 300 pixels.
- If the image is a photograph, make sure it is a low resolution image and save it as an optimized .jpg file (this can be done using a graphics editing program like Adobe Photoshop).
- Use .gif for line art and other images in which geometric shapes are relatively simple.
- .png files can also be uploaded. These are generally low resolution files. Usually no modifications are necessary.

Appendix A - E-mail Notification

The PEPC system will send e-mail as the result of certain user interactions with the system. There are 10 types of e-mails sent by the system. System-generated e-mails are identified in the table below by **Trigger** - the action that causes the e-mail to be sent, **Sent To** – the person who will receive the e-mail, **When** – the delay, if any, between the trigger and the date the e-mail is sent, and **Where** – the area within PEPC where this trigger can be found.

Trigger	Sent To	When	Where
Create Project	NEPA and NHPA specialist assigned to the project	Immediately	Section 3.2: Step 1 Project Setup
Project Description Change	NEPA and NHPA specialist assigned to the project	Immediately	Section 3.2: Step 1 Project Setup
Create/Edit Request, Type = Immediate Attention	Immediate Attention Request Recipient	Immediately	Section 3.8: Step 7 Public Document & Comment Analysis
Create User	Newly Created User	Immediately	Section 2.8: Admin
Request Role	Park or Region Admin(s) depending on the role type	Immediately	Section 2.8: Admin
Grant/Deny Role	User who made the request	Immediately	Section 2.8: Admin
Reset Password	User whose password was reset	Immediately	Section 2.8: Admin
Target Dates are not met	Project Leader	On target date	Section 3.2: Step 1 Project Setup / Milestones
Request has not been acted upon in 48 hours	Unaddressed Request Recipient	48 hours	Public Requests
45 days after ROD NOA Published Date	Project Leader	45 days	Section 3.5: Step 4 Natural / Cultural Compliance /NEPA

Examples

An example of each type of e-mail generated by the system can be found below:

Create Project

Subject: PEPC: <Project Name> (<Project ID>)

Message Text:

The following project was created in the Planning, Environment and Public Comment (PEPC) system on 05/02/2003:

Project ID: <Project ID>

Project Title: <Project Name>

Project Leader: <Name>

Target Start Date: 2000-01-01

You can view the project information in your browser at the following URL:

http://nps.gov/projectHome.cfm?projectId=10001

Project Description Change

Subject: PEPC: Project Description Changed: Ancient Grasses (<Project ID>)

Message Text:

The project description was changed by <Name> on 04/08/2003 for the following project:

Project ID: <Project ID>

Project Title: <Project Name>

New Description:

Many species of native grasses and shrubs grow across the park's landscape, as well as some undesirable non-native plants (e.g., Canada thistle) that the park does its best to control.

Old Description:

Many species of native grasses and shrubs grow across the park_s landscape, as well as some undesirable non-native plants (e.g., Canada thistle) that the park does its best to control.

You can view the project information in your browser at the following URL:http://nps.gov/projectHome.cfm?projectId=137

Create/Edit Request, Type = Immediate Attention

Subject: PEPC: Immediate Attention Request

Message Text:

An immediate attention request was entered on 05/30/2003 by <Name> with the following message:

Test of Immediate Attention

You can view the request information in your browser at the following URL:

http://nps.gov/publicRequest.cfm?mode=view&projectId=116&documentId=56&requestId=69

Create User

Subject: PEPC: New User Account

Message Text:

A user account was created for you on the Planning, Environment and Public Comment System (PEPC):

Username: <username>

Password: <password>

Please logon to PEPC and change your password at the following URL: http://nps.gov/userProfile.cfm?mode=edit

Request Role

Subject: PEPC: User Role Request

Message Text:

<Name> (<Username>) has requested the Region Administrator role for the Alaska Region.

Please logon to the PEPC system to grant or deny role.

You can edit <Name>'s user profile at the following URL:

http://nps.gov/userProfile.cfm?mode=edit&userId=36

Grant/Deny Role

Subject: PEPC: Region role granted

Message Text:

The request for the Region Administrator role for the <Region Name> was granted.

--OR--

Subject: PEPC: Park role denied

Message Text:

The request for the Park Administrator role for the <Park Name> was denied.

Reset Password

Subject: PEPC: Password Reset

Message Text:

Your password on the PEPC system was reset.

Your new password is: <password>

Please logon to PEPC and change your password at the following URL:

http://nps.gov/userProfile.cfm?mode=edit

Target Dates are not met

Subject: PEPC: Target Start Date Has Passed: <Project Name> (<Project ID>)

Message Text:

The PEPC system has determined that the target start date for this project has passed and no actual start date for the project exists.

Project ID: <Project ID>

Project Title: <Project Name>

Target Start Date: 04/10/2003

You can view the project milestones in your browser at the following URL:

http://nps.gov/milestones.cfm?mode=view&projectId=134

Request has not been acted upon in 48 hours

Subject: PEPC: Public Requests Not Reviewed Within 48 Hours

Message Text:

The PEPC system is reporting that there are 1 Public Requests that have not been reviewed within 48 hours of being entered into the system.

You can view the list of Public Requests in your browser at the following URL:

http://nps.gov/publicRequests.cfm?parkId=297&status=1&toMonth=6&toDay=1&toYear=2003

45 days after ROD NOA Published Date

Subject: PEPC: ROD NOA Published 45 days ago: <Project Name> (<Project ID>)

Message Text:

The PEPC system has determined that the ROD NOA was published 45 days ago.

Project ID: <Project ID>

Project Title: <Project Name>

ROD NOA Published Date: 04/20/2003

At this time, you should change the project status to closed complete and remove document files from the system. If you have not already done so, send project files to TIC for record keeping and enter the TIC reference numbers on the close project page in the PEPC system.

You can view the Close Project page in your browser at the following URL:

http://nps.gov/closeProject.cfm?mode=view&projectId=116

Appendix B - Estimating Costs

The following examples are general guidelines and are to be used as a reference only.

Modified Form 802-Detail of Estimates

Item/Description	Quantity	Unit	Unit Cost	Item Cost	Actual Cost
Supplies & Materials					
				$ -	
NEPA Compliance				$ -	
				$ -	
Archeology				$ -	
				$ -	
Contract				$ -	
				$ -	
				$ -	
Labor					
				$ -	
				$ -	
				$ -	
				$ -	
Equipment					
				$ -	
				$ -	
				$ -	
Lump Sum					
				$ -	
				$ -	
Miscellaneous					
				$ -	
				$ -	
				$ -	
Total Project Cost:				**$ -**	**$ -**

PARK
PROJECT
PACKAGE #
ESTIMATE FOR
ENVIRONMENTAL SERVICES
ENVIRONMENTAL
ASSESSMENT PREPARATION

Project Management	Hours	Rate	Total
Project Manager	24	$ 10.00	$ 240.00
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	0	$ 8.00	$ -
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	24	Subtotal	$ 240.00

On Site Kick Off	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	32	$ 9.00	$ 288.00
Natural Resource Specialist	32	$ 8.00	$ 256.00
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	64	Subtotal	$ 544.00

Maintain Admin Record	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	6	$ 8.00	$ 48.00
Cultural Resource Specialist	6	$ 7.00	$ 42.00
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	10	$ 5.00	$ 50.00
Other	0	$ 4.00	$ -
Task hours	22	Subtotal	$ 140.00

Prepare Draft EA For DSC, Park, Region Review	Hours	Rate	Total
Project Manager	4	$ 10.00	$ 40.00
Senior Scientist	8	$ 9.00	$ 72.00
Natural Resource Specialist	150	$ 8.00	$ 1,200.00
Cultural Resource Specialist	40	$ 7.00	$ 280.00
Graphics Specialist	8	$ 6.00	$ 48.00
Clerical Support	8	$ 5.00	$ 40.00

Other	0	$ 4.00	$ -
Task hours	218	Subtotal	$ 1,680.00

Prepare SOF (if needed)

	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	0	$ 8.00	$ -
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	0	Subtotal	$ -

Prepare BA (if needed)

	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	0	$ 8.00	$ -
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	0	Subtotal	$ -

Prepare Coastal Consistence Determination (if needed)

	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	0	$ 8.00	$ -
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	0	Subtotal	$ -

Attend 50% Meeting at Park (if needed)

	Hours	Rate	Total
Project Manager	0	$ 10.00	$ -
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	0	$ 8.00	$ -
Cultural Resource Specialist	0	$ 7.00	$ -
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	0	Subtotal	$ -

Edit Draft-Prep Camera Ready copy

	Hours	Rate	Total
Project Manager	4	$ 10.00	$ 40.00
Senior Scientist	2	$ 9.00	$ 18.00
Natural Resource Specialist	24	$ 8.00	$ 192.00

Cultural Resource Specialist	8	$ 7.00	$ 56.00
Graphics Specialist	8	$ 6.00	$ 48.00
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	46	Subtotal	$ 354.00

Prepare FONSI For DSC, Park, Region Review	Hours	Rate	Total
Project Manager	4	$ 10.00	$ 40.00
Senior Scientist	4	$ 9.00	$ 36.00
Natural Resource Specialist	20	$ 8.00	$ 160.00
Cultural Resource Specialist	10	$ 7.00	$ 70.00
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	38	Subtotal	$ 306.00

Revise FONSI	Hours	Rate	Total
Project Manager	4	$ 10.00	$ 40.00
Senior Scientist	0	$ 9.00	$ -
Natural Resource Specialist	12	$ 8.00	$ 96.00
Cultural Resource Specialist	1	$ 7.00	$ 7.00
Graphics Specialist	0	$ 6.00	$ -
Clerical Support	0	$ 5.00	$ -
Other	0	$ 4.00	$ -
Task hours	17	Subtotal	$ 143.00

Print and Distribute	Units	Qty	Rate	Total
Public Review EA		10	$ 10.00	$ 100.00
Supplies		lump sum	$ 10.00	$ 10.00
			Subtotal	$ 110.00

Travel and Expenses	Units	Qty	Rate	Total
Airfare	Round trip	2	$ 300.00	$ 600.00
Per Diem	Days	6	$ 38.00	$ 228.00
Lodging	Days	4	$ 79.00	$ 316.00
Mileage POV	Miles	150	$ 0.37	$ 54.75
Vehicle Rental	Days	3	$ 50.00	$ 150.00
Fuel (Rental)	Tanks	3	$ 20.00	$ 60.00
Misc. Expense	Lump	1	$ 50.00	$ 50.00
			Subtotal	$ 1,458.75

	EA Prep Subtotal	$ 4,975.75
Contingency = 5% of Subtotal		$ 248.79
	Contingency Subtotal	$ 5,224.54
Contract Administration = 10% of subtotal		$ 522.45

TOTAL EA PREPARATION ESTIMATE $ 5,746.99

Total Hours 429

Labor Category Hours

Project Manager	40
Senior Scientist	46
Natural Resource Specialist	244
Cultural Resource Specialist	65
Graphics Specialist	16
Clerical Support	18
Other	0
	429

Park
Project
Pkg

ESTIMATE FOR ENVIRONMENTAL SERVICES

ENVIRONMENTAL ASSESSMENT PREPARATION

Labor Category	rate	Project Management hours	Project Management cost	Site Visit hours	Site Visit cost	Adm. Record hours	Adm. Record cost	Prep Draft EA hours	Prep Draft EA cost	Attend 50% Meeting hours	Attend 50% Meeting cost	Prep SOF hours	Prep SOF cost	Prep BA hours	Prep BA cost	Prep Coastal Cons. hours	Prep Coastal Cons. cost
Project Manager	$ 10.00	6	$ 60.00	0	$ -	0	$ -	8	$ 80.00	0	$ -	0	$ -	0	$ -	0	$ -
Senior Scientist	$ 10.00	0	$ -	40	$ 400.00	0	$ -	24	$ 240.00	32	$ 320.00	8	$ 80.00	8	$ 80.00	8	$ 80.00
Natural Resource Specialist	$ 10.00	0	$ -	40	$ 400.00	8	$ 80.00	160	$ 1,600.00	32	$ 320.00	40	$ 400.00	40	$ 400.00	4	$ 400.00
Cultural Resource Specialist	$ 10.00	0	$ -	40	$ 400.00	4	$ 40.00	60	$ 600.00	32	$ 320.00	0	$ -	8	$ 80.00	4	$ 40.00
Graphics Specialist	$ 10.00	0	$ -	0	$ -	0	$ -	40	$ 400.00	0	$ -	8	$ 80.00	8	$ 80.00	4	$ 40.00
Clerical Support	$ 10.00	0	$ -	0	$ -	8	$ 80.00	0	$ -	0	$ -	0	$ -	0	$ -	6	$ 60.00
Other	$ 10.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
Other	$ 10.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
Other	$ 10.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
Other	$ 10.00	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -
Task Hours		**6**		**120**		**20**		**292**		**96**		**56**		**64**		**26**	
Task Cost			$ 60.00		$ 1,200.00		$ 200.00		$ 2,920.00		$ 960.00		$ 560.00		$ 640.00		$ 620.00

Other Direct Costs (ODCs)

Travel and expenses	Units	Quantity	Rate	Total
Airfare	round trip	3	$ 600.00	$ 1,800.00
Per Diem	days	2	$ 30.00	$ 60.00
Lodging	days	8	$ 58.00	$ 464.00
Mileage POV	miles	250	$ 0.365	$ 91.25
Vehicle Rental	days	5	$ 50.00	$ 250.00
Fuel (Rental)	tanks	2	$ 20.00	$ 40.00
Misc.expense	lump	1	$ 20.00	$ 20.00
			Subtotal	$ 2,725.25

Print and Distribute	Unit	Quantity	Rate	Total
	Public Review EA	80	$ 10.00	$ 800.00
	Supplies (Lump Sum)	1	$ 50.00	$ 50.00
			Subtotal	$ 850.00

Appendix C - Lookup Tables

One of the functions that a super user performs is lookup table maintenance. Adding, removing and updating NPS-specific selections in PEPC drop down list boxes keeps the application up-to-date and simple to maintain.

There are two types of lookup tables – those that are park-specific and those that apply service-wide. Park-specific lookup tables can be edited by a Park Admin or Regional Admin. Service-Wide lookup tables can only be edited by a Superuser.

Park-Specific Lookup Tables

Park-specific lookup tables are accessed from the dropdown lists and buttons in the Park column of the Lookup Table List page. Park-specific lookup tables exist for all selections with the exception of **Link Category**. The following steps are used to access a park-specific lookup table:

STEP 1. Click on the **Admin** link in the main navigation.

STEP 2. Click on **Lookup Tables** in the left navigation.

STEP 3. For each look up table, select the park from the list box. Click **Go.**

Service-Wide Lookup Tables

Service Wide lookup tables are accessed from the Edit links in the Service-Wide column of the Lookup Table List page. Service-wide lookup tables exist for the Codes, Division, Funding Source, Link Category, and Responsibility Type selections.

Codes

The **Codes** lookup table includes national and park level codes that can be applied to a public comment. If you enter a code for a park it will be available for use on all projects associated with the park. To add a code:

STEP 1. Add a code using the following fields:

Field Label	Notes
Code	Enter the numeric or alphanumeric code. To group similar codes or sub codes together you may want to use an alphanumeric code where the letters represent the grouping and the numbers show the hierarchy. For example: WA1000 Water Accessibility and WA1100 Water Accessibility: Boats.
Name	Enter the title or description of the code.

STEP 2. Click **Add Code**. The code appears in the **Code List** table. Once added, if you need to deactivate the code, deselect the **Active** check box. If you deactivate a code, it is no longer available for use when coding public comments.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.

--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Division

The **Division** lookup table includes national and park level divisions that can be associated with a project. If you enter a division for a park it will be available for use on all projects associated with the park. To add a division:

STEP 1. Add a division using the following field:

Field Label	Notes
Division*	Enter the division title (required).

STEP 2. Click **Add Division**. The division appears in the **Division List** table. Once added, if you need to deactivate the division, deselect the **Active** check box. If you deactivate a division, it is no longer available for use.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Funding Source

The **Funding Source** lookup table includes national and park level funding sources that can be associated with a project. If you enter a funding source for a park it will be available for use on all projects associated with the park. To add a funding source:

STEP 1. Add a funding source using the following fields:

Field Label	Notes
Funding Source*	Enter the title of the funding source (required).
Code*	Enter the numeric or alphanumeric code for the funding source (required).

STEP 2. Click **Add Funding Source**. The funding source appears in the **Funding Source List** table. Once added, if you need to deactivate the funding source, deselect the **Active** check box. If you deactivate a funding source, it is no longer available for use.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Historical Resources

The **Historical Resources** lookup table includes national and park level historical resources that are viewable from the **National Historic Preservation Act** page. To add a historical resource:

STEP 1. Add a historical resource using the following field:

Field Label	Notes
Historical resource*	Enter the title of the historical resource (required).

STEP 2. Click **Add Historical Resource**. The historical resource appears in the **Historical Resource List** table. Once added, if you need to deactivate the historical resource, deselect the **Active** check box. If you deactivate a historical resource, it is no longer viewable.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Link Category

The **Link Category** lookup table is only accessible to a Superuser. The **Link Category** lookup table controls the categories that are available for links on the PEPC private site under **Tools** and the PEPC public site under **Links** in the main menu. To add a link category:

STEP 1. Add a link category using the following fields:

Field Label	Notes
Type*	Select Public or Private (required).
Link category*	Enter the title of the link category (required).

STEP 2. Click **Add Link Category**. The link category appears in the **Link Category List** table under the selected type. Once added, if you need to deactivate the link category, deselect the **Active** check box. If you deactivate a link category, it is no longer viewable.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

NEPA/NHPA Specialists

The **NEPA/NHPA Specialist** lookup table includes park level NEPA/NHPA Specialists that can be associated with a project. If you enter a NEPA/NHPA Specialist for a park it will be available for use on all projects associated with the park. To add a NEPA/NHPA Specialist:

STEP 1. Add a NEPA/NHPA Specialist using the following fields:

Field Label	Notes
Type*	Select the type of specialist (required).
Specialist*	Enter the name of the individual who is the NEPA/NHPA Specialist for the park using the Person Search feature (required). To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

STEP 2. Click **Add Specialist**. The NEPA/NHPA Specialist appears in the **NEPA/NHPA Specialist** table under the specified **Type**. Once added, if you need to delete the NEPA/NHPA Specialist, select the **Delete** check box. If you delete a NEPA/NHPA Specialist, that person is no longer available for selection. The checked NEPA/NHPA Specialist will be deleted when the page is saved.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Park

The **Park** lookup table allows you to add/modify the park URL, Superintendent, and e-mail notification recipients. To update information for a Park:

STEP 1. Update information for a Park using the following fields:

Field Label	Notes
Public URL	Enter the URL for the Public Park Home Page.
Superintendent	Enter the name of the Superintendent using the Person Search feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person’s name appears on the form in the name field.

Field Label	Notes
Immediate Attention Request Recipient	Enter the name of the Superintendent using the Person Search feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.
Unaddressed Request Recipient	Enter the name of the Superintendent using the Person Search feature. To add a name by using the **Person Search** feature: 1. Click on the binoculars icon. A separate **Person Search** window appears. 2. Search for the name of the person that you wish to use. a. Enter all or part of the Last Name (required). b. Enter all or part of the First Name or leave blank. 3. Click **Search.** 4. Click in the radio button associated with the name you wish to use. a. If you do not see the name you wish to use in the **Search Results** table, continue by entering identifying information under the heading **Add Person**. In the fields provided, enter First Name* (Required), Middle Initial (MI), Last Name * (Required), E-mail Address* (Required), Telephone, and Extension. b. Click **Add Person** 5. Click **Select.** The person's name appears on the form in the name field.

TIP: See **Appendix A: E-mail Notification** for more information regarding notifications.

STEP 2. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page**.**

Responsibility Type

The **Responsibility Type** lookup table includes national and park level responsibility types that are available when entering Interdisciplinary Team Members for a project. If you enter a responsibility type for a park it will be available for use on all projects associated with the park. To add a responsibility type:

STEP 1. Add a Responsibility Type using the following field:

Field Label	Notes
Responsibility*	Enter the title of the Responsibility (required).

STEP 2. Click **Add Responsibility**. The Responsibility appears in the **Responsibility List** table. Once added, if you need to deactivate the responsibility, deselect the **Active** check. If you deactivate a responsibility, it is no longer available for use.

STEP 3. Click **Save** to save changes and return to the **Lookup Table List** page.
--OR--
Click **Cancel** to exit without saving and return to the **Lookup Table List** page.

Appendix D - Roles and Permissions

Superuser

A **Superuser** is able to perform all functionality in PEPC.

General

A **General** user may edit his/her own user profile and view project details for all projects in PEPC. A **General** user may have access to additional functionality with one or more of the following roles:

- **Park General User** is able to edit any project, *excluding* project information that is posted to the public, within the park with which they are associated.
- **Park Public Info User** is able to edit any project, *including* project information that is posted to the public, within the park with which they are associated.
- **Park Administrator** may create and edit users as well as edit any project, including project information that is posted to the public, within the park with which they are associated.
- **Internal Document Reviewer** may create and edit comments on internal documents within the park with which they are associated. All other project information will be read only.
- **Region User** has the same abilities as the **Park General User** for all parks within the region with which they are associated.
- **Region Administrator** has the same abilities as the **Park Administrator** for all parks within the region with which they are associated.

Limited Access

A **Limited Access** user does not have access to any functionality without an assigned role. A **Limited Access** user may have one or more of the following roles:

- **General Contractor** may edit his/her own profile and *view* information for a specific project with the exception of funding information.
- **Contractor User** may edit his/her own profile and *edit* information for a specific project with the exception of funding information.

Appendix E - Glossary

A

ACHP (Advisory Council for Historic Preservation)

The Advisory Council on Historic Preservation (ACHP) is an independent Federal agency that promotes the preservation, enhancement, and productive use of our Nation's historic resources, and advises the President and Congress on national historic preservation policy. The ACHP was established in 1966 by the National Historic Preservation Act (NHPA). More information on the ACHP can be found here: http://www.achp.gov/.

ARCH

Archeological study

ARPA (Archeological Resources Protection Act of 1979)

ARPA prohibits unauthorized excavation on Federal and Indian lands, establishes standards for permissible excavation, prescribes civil and criminal penalties, requires agencies to identify archeological sites, and encourages cooperation between Federal agencies and private individuals.

B

C

CA (Cooperating Agency)

For more information, refer to Memorandum No. ESM02-2 *Cooperating Agencies in Implementing the Procedural Requirements of the National Environmental Policy Act*.

CE (Categorical Exclusion)

Categorical Exclusions apply to actions that would not, under normal circumstances, individually or cumulatively have a significant impact on the environment. A CE may be upgraded to an EA for unusual or extraordinary circumstances.

CEQ (Council on Environmental Quality)

Congress established the Council on Environmental Quality within the Executive Office of the President as part of the National Environmental Policy Act of 1969 (NEPA). Additional responsibilities were provided by the Environmental Quality Improvement Act of 1970. CEQ coordinates federal environmental efforts and works closely with agencies and other White House offices in the development of environmental policies and initiatives. In addition, CEQ reports annually to the President on the state of the environment; oversees federal agency implementation of the environmental impact assessment process; and acts as a referee when agencies disagree over the adequacy of such assessments. More information on the CEQ may be found here: http://www.whitehouse.gov/ceq/

Concern

A concern is a statement that summarizes the interpreted voice of the public.

Cooperating Agency

A federal agency other than the one preparing the NEPA document (lead agency) that has jurisdiction over the proposal by virtue of law or special expertise and that has been deemed a cooperating agency by the lead agency. State or local governments, and/or Indian tribes, may be designated cooperating agencies as appropriate (see 1508.5 and 1502.6).

D

Determination of Effect

A finding that determines whether a proposed project affects a property included on or eligible for the National Register of Historic Places.

DEIS (Draft Environmental Impact Statement)

E

EA (Environmental Assessment)

A brief NEPA document that is prepared to (a) help determine whether the impact of a proposal or alternatives could be significant; (b) aid NPS in compliance with NEPA by evaluating a proposal that will have no significant impacts, but that may have measurable adverse impacts; or (c) evaluate a proposal that either is not described on the list of categorically excluded actions, or is on the list but exceptional circumstances (section 3.5) apply.

EIS (Environmental Impact Statement)

An EIS is prepared when a proposed action or alternative has the potential for significant effect on the human environment.

EQD (Environmental Quality Division)

ESA (Endangered Species Act)

ESF (Environmental Screening Form)

F

Filter

A filter is a mechanism to limit the amount of data that is returned in a list or report.

FMSS (Financial Management Systems Software)

FMSS is a facility management software program with a web-based user interface and an underlying Oracle database. Used by NPS and other federal agencies (e.g. U.S. Army Corp of Engineers), to track work orders and maintenance activities at facilities.

NPS uses the web application to enter, update and review budget information, work completion milestones, costs and invoices, material schedules, and other information related to Park improvements.

FONSI (Finding of No Significant Impact)

A determination based on an EA and other factors in the public planning record for a proposal that, if implemented, would have no significant impact on the human environment.

FWS (United States Fish & Wildlife Service)

The U.S. Fish and Wildlife Service is a bureau within the Department of the Interior. Among its key functions, the Service enforces Federal wildlife laws, protects endangered species, manages migratory birds, restores nationally significant fisheries, conserves and restores wildlife habitat such as wetlands, and helps foreign governments with their international conservation efforts. More information on the FWS can be found here: http://www.fws.gov/.

G

GPRA (Government Performance and Results Act)

The purpose of the **Government Performance and Results Act of 1993** (GPRA or the Results Act) is to hold agencies accountable for program performance by requiring that they think strategically and set, measure and report on goals annually.

H

I

IDT Member (Inter Disciplinary Team Member)

The IDT is used to identify issues or environmental problems that need to be addressed to reach park goals and objectives and resolve need for action. This is often the beginning of internal scoping, and it should involve a site visit (or familiarity of team members with the site) and discussions with appropriate agencies. The Environmental Screening Form (ESF) may serve as a guide in determining affected resources.

Internal Scoping

Internal scoping is simply the use of NPS staff (at the SSO, regional, park, or National Program Center level) to decide what needs to be analyzed in a NEPA document. It is an interdisciplinary process, and at a minimum it should be used to define issues, alternatives, and data needs. The IDT may also be used to formulate purpose and need; brainstorm any connected, similar, or cumulative actions associated with a proposal; decide on an appropriate level of documentation; put together a public involvement strategy; and decide other features of the overall NEPA process. According to the CEQ elements of scoping (1501.7), internal scoping should be used to:

- Eliminate issues that are not important.
- Allocate assignments among park IDT members or other participating agencies.
- Find/read any other NEPA documents related to this one.
- Identify any other permits, surveys, or consultations required by other agencies.
- Create a schedule that allows plenty of time to do NEPA well before a decision on the proposal is required.

J

K

L

M

Memo to File

A memo to the planning record or statutory compliance file that NPS offices may complete when (a) NEPA has already been completed in site-specific detail for a proposal, usually as part of a document of larger scope, or (b) a time interval has passed since the NEPA document was approved, but information in that document is still accurate.

Mitigation

A mitigation is a modification of the proposal or alternative that lessens the intensity of its impact on a particular resource.

MOA (Memorandum of Agreement)

A document executed by consulting parties pursuant to the Section 106 review process that sets forth terms for mitigating or eliminating adverse effects on historic properties resulting from agency action.

N

NEPA (National Environmental Policy Act)

NEPA is a procedural law (vs. a substantive law) to establish a national policy for the environment, to provide for the establishment of a CEQ, and other purposes. By nature of being a procedural law, an agency is free to select any alternative for implementation regardless of the severity of environmental impacts, as long as the procedural requirements have been followed in good faith and the resulting decision is "well reasoned" and based on full and appropriate disclosure of environmental impacts.

Substantive environmental laws usually have regulatory agencies with authority to enforce compliance. Penalties for substantive laws involve injunctions and often civil and criminal penalties. Most lawsuits involve one or more NEPA violations; which introduce delay through injunction (the requirement to do or refrain from doing a specific act) and one or more substantive law violations.

NEPA Document

A Categorical Exclusion (CE), Environmental Assessment (EA), Finding of No Significant Impact (FoNSI), Draft and Final Environmental Impact Statements (EIS), Record of Decision (ROD), or other document prepared in compliance with the National Environmental Policy Act (NEPA).

NHPA (National Historic Preservation Act)

An Act to establish a program for the preservation of additional historic properties throughout the nation, and for other purposes. The full text of the Act can be found at: http://www2.cr.nps.gov/laws/NHPA1966.htm.

NMFS (National Marine Fisheries Service)

More information on the NMFS can be found here: http://www.nmfs.noaa.gov/.

NOA (Notice of Availability)

Separate notices submitted to the Federal Register that the draft EIS and the final EIS are ready for distribution.

NOI (Notice of Intent)

The notice submitted to the Federal Register that an EIS will be prepared. It describes the proposed action and alternatives, identifies a contact person in NPS, and gives the time, place, and descriptive details of the agency's proposed scoping process.

O

P

Planning Documents

NEPA documents posted for public review and comment.

PMIS (Project Management Information System)

Project Management Information System (PMIS) is a service wide intranet application within the National Park Service (NPS) to manage information about requests for project funding. It enables parks and NPS offices to submit project proposals to be reviewed, approved and prioritized at park units, regional directorates, and the Washington Office (WASO).

In response to a budget call for a particular NPS program for a specific fiscal year (FY), project proposals are submitted, reviewed, approved, prioritized and then formulated under an available funding source by utilizing PMIS. During formulation process for a budget call, a program manager at WASO or a budget officer at a regional directorate determines which project-funding requests meet the eligibility criteria for the call to be considered as part of the NPS Budget for a specific FY.

PMIS is a centralized web-based relational database.

Project Information

Project Information is information specific to a project, including meeting notices, status, announcements, etc.

Q

R

RD (Regional Director)

Response

A response is returned to each public individual or entity that submits comments or requests. When a concern is identified, it receives a code. There is one concern per code.

Request

A request is feedback received from the public that results in being added to a mailing list, receiving a certain document or announcement, etc.

ROD (Record of Decision)

The document that is prepared to substantiate a decision based on an EIS. It includes a statement of the decision made, a detailed discussion of decision rationale, and the reasons for not adopting all mitigation measures analyzed, if applicable.

S

Scoping

The procedure by which an agency identifies important issues and determines the extent of analysis necessary for an informed decision on a proposed action. Scoping, an integral part of environmental analysis, includes early involvement of interested and affected public, as well as internal and external agency contacts. Although formal scoping occurs for a specific time period, the EQD welcomes comments on projects while they are in the process of preparing plans.

Section 106 Assessment of Affect

Section 106 of NHPA requires federal agencies to consider the effects of their proposals on historic properties, and to provide state historic preservation officers, tribal historic preservation officers, and, as necessary, the Advisory Council on Historic Preservation a reasonable opportunity to review and comment on these actions. Section 106 review and NEPA are two separate, distinct processes. They can and should occur simultaneously, and documents can be combined, but one is not a substitute for the other. They should, however, be coordinated to avoid duplication of public involvement or other requirements. The information and mitigation gathered as part of the 106 review must be included in the NEPA document, and the 106 process must be completed before a FONSI or an ROD can be signed on a proposal that affects historic properties.

SHPO (State Historic Preservation Office)

T

THPO (Tribal Historic Preservation Office)

TIC (Technical Information Center)

TIC is a document management system that contains over 200,000 records that index and catalogue documents, monographs, engineering drawings, and images associated with Parks from 1880 – Present.

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